



Division of Mass Transportation Handbook 2010



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The Division of Mass Transportation Handbook

2010

Division of Mass Transportation HANDBOOK

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Preface

The Division of Mass Transportation (DMT) supports the development of a public transportation system that generates environmental, economic, and social benefits by providing mobility options to California's residents and visitors.

Jane Perez, Division Chief (Interim)

CHAPTER 1

INTRODUCTION

The Caltrans Division of Mass Transportation (DMT) Handbook presents:

- DMT roles and responsibilities, and the state and federal programs DMT administers
- DMT organization and function
- Internal and external stakeholders and their relationship to DMT
- Policies
- DMT contact information

The DMT is composed of two offices—the Office of State Policy, Research and Capital and the Office of Federal Transit Grants. The DMT administers and manages state and federal programs that fund transit operating and capital improvement projects, research, marketing technical assistance, and planning. The DMT also provides technical and planning assistance to public transportation agencies that run fixed-route buses, demand-responsive services for the elderly and disabled, rural transit, commuter and urban rail, and ferries.

The DMT is in the forefront of changing Caltrans as a highway organization to a “mobility company.” The DMT supports multi-modal transportation to increase mobility and access to employment, medical care, education, and tourism for California’s citizens and visitors through:

- Financial and management assistance to increase availability, efficiency and effectiveness of transit
- Funding for transit of the elderly, disabled, and rural areas
- Maximizing the State system through improved design and operations for high occupancy vehicles
- Reducing congestion through support of mass transportation alternatives
- Developing partnerships for better travel options for the elderly, disabled, underprivileged, and general public

The DMT promotes environmentally responsible transit through research, innovation, and energy efficiency. “Caltrans in Transition” describes how the Mass Transportation Program is changing the culture of transportation for a better future by following the guiding principles of:

- ...leading the charge to a transit-first system
- ...being a statewide voice for transit and multimodal transportation
- ...integrating transit throughout Caltrans
- ...collaborating with transit stakeholders to help find solutions
- ...promoting innovation in transit
- ...championing transit solutions to help protect the environment

For more on DMT and its various programs, please visit:

<http://www.dot.ca.gov/hq/MassTrans/>



CHAPTER 2

OFFICE OF STATE POLICY, RESEARCH and CAPITAL

Susan Harrington, Office Chief

The Office of State Policy, Research and Capital is responsible for the following programs and policies:

- Transportation Development Act (TDA)
- State Transportation Improvement Program (STIP)
- Agricultural Worker Transportation Program (AWTP)
- Proposition 116, the Clean Air and Transportation Improvement Act bond
- Transportation Congestion Relief Program (TCRP) bond
- Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) - Proposition 1B
- Statewide Transit Planning
- Transit Pass Payroll Deduction Program
- Transit Marketing and Research
- Transit Integration
- Transit Systems Analysis
- Bus Rapid Transit Coordination

The Caltrans overall mission is *Caltrans Improves Mobility Across California*. The DMT's strategic plan focus is to improve mobility by reducing single-occupant vehicle commute trips. The Office of State Policy, Research, and Capital objective is to help create a sustainable and multimodal transportation system. Strategies for accomplishing this objective include:

- Partnering with stakeholders and region on implementing Transit Demand Management strategies
- Improving interconnectivity between modes
- Partnering with transit/rail to make transit options more useful, inviting, and less difficult to use



- Increasing support for non-motorized and promotion/incentives for use of alternate transportation
- Assessing the need for a Park and Ride Program

STATE TRANSIT PROGRAM BRANCH

This branch, with key partners—district transit representatives, local transit operators, metropolitan planning organizations (MPO), regional transportation planning agencies (RTPA), the California Transportation Commission (CTC), and other Caltrans divisions—administers state transit capital grants, monitors state operating revenue, and conducts transit policies related to the following programs:

- Transportation Development Act (TDA)
- State Transportation Improvement Program (STIP)
- Agricultural Worker Transportation Program (AWTP)
- Proposition 116, the Clean Air and Transportation Improvement Act bond
- Transportation Congestion Relief Program (TCRP) bond
- Proposition 1B, the State Local Partnership Program bond

This branch supports local and regional public transportation agencies by administering transit, ferry and rail improvement projects, and by processing the CTC action requests for projects in the STIP, TCRP, and Proposition 116 Bond Program and State-Local Partnership Program. The branch also executes master agreements, program supplements and fund transfer agreements, and oversees the TDA activity. Details of each program are provided below:

Transportation Development Act (TDA)

This branch oversees the TDA through guidance updates, triennial performance audits, notification, and the “unmet needs” process. This branch interprets and initiates changes to TDA legislation and regulations. This branch also provides guidance to local planning agencies in TDA documentation, statutes, regulations, and performance audits.

In 1971, the Legislature passed the TDA, also known as the “Mills-Alquist-Deddeh Act” or SB 325. The TDA is a major funding source for public transportation planning and programming of pedestrian and bicycle facilities, community transit services, and bus and rail facilities. Funding is allocated based on population, taxable sales, and transit performance for projects that comply with the Regional Transportation Plan.

The TDA provides two funding sources for the development and support of public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance Fund (STA). Some counties use the LTF for local streets and roads, if they show no unmet transit needs. Counties with populations of 500,000 or more must use 100 percent of their LTF for mass transit purposes.

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>

State Transportation Improvement Program (STIP)

Section 14529 of the Government Code (and Streets and Highways Code section 164) set forth the contents of the STIP for capital improvement projects such as:

- Improvements to the State Highway System
- Local roads
- Public transit (including buses and facilities)
- Intercity and commuter rail
- Pedestrian and bicycle facilities
- Grade separation
- Transportation system management
- Transportation demand management
- Sound walls
- Intermodal facilities
- Safety
- Environmental and transportation enhancement and mitigation projects

The STIP is comprised of two programs, the Interregional Transportation Improvement Program (ITIP) and the Regional Transportation Improvement Program (RTIP). Streets and Highways Code section 164 defines how funds are programmed and expended. Caltrans nominates ITIP (25 percent of the STIP) projects for interregional movement of people and goods to the CTC for adoption. The RTIP (75 percent of the STIP) funds regional capital improvement projects nominated by regional agencies.

The CTC adopts a STIP based on the annual Fund Estimate of projected gasoline and fuel tax revenue. DMT administers the STIP funds for mass transportation projects identified within a



region's Regional Transportation Plan. The DMT reviews projects and assists in the preparation of CTC approval.

For more information, please see our website at:

http://www.dot.ca.gov/hq/MassTrans/state_grants.html

Agricultural Worker Transportation Program (AWTP)

The Budget Act of 2006 identified \$20 million from the Public Transportation Account (PTA) for the AWTP. Over the last three years, the Caltrans awarded the entire \$20 million appropriation. Other local and federal funding sources contributed significantly to the total project cost of each awarded AWTP grant.

The AWTP is funding vanpool operations fashioned after those identified under the Agricultural Industries Transportation Services (AITS) program established in the Southern San Joaquin Valley. The AITS program was funded through an \$8 million grant (50 percent federal/50 percent state) in fiscal year 2001/02 and was managed by the Kings County Area Public Transit Agency (KCAPTA). The AWTP funding will only provide funding through June 30, 2011. Local agencies that want to continue services or start similar service can now do so with the TDA funding pursuant to SB 716 or other federal, state, or local funding sources identified in the future.

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/Awtp.html>

Proposition 116 Bond Program

In June 1990, voters approved Proposition 116—the Clean Air and Transportation Improvement Act, codified at Public Utilities Code (PUC) section 99610 et seq.—for general obligation bond funds principally for rail development throughout California. The goal of this proposition is to reduce traffic congestion, air pollution, and provide better transportation through cost-effective capital projects. The CTC approves Proposition 116 rail, non-urban county transit, waterborne ferry, and competitive bicycle projects.

The DMT administers Proposition 116 bond funds for transit, ferry, rail improvement, and non-urban county projects by processing required CTC action requests and executing master agreements and program supplements. Funds for projects under this program are identified through the PUC. Allocations are contingent upon project readiness and the sale of bonds. However, this program is nearing its end and unallocated amounts will be subject to legislative reallocation beginning July 1, 2010 under PUC 99684(b), which provides that the Legislature may direct unexpended or unencumbered funds to other passenger rail projects within the State.

Traffic Congestion Relief Program (TCRP)

The DMT administers Traffic Congestion Relief (TCRP) funds in accordance with the annual Governor's Budget Act. DMT's core functions for this program are to process required CTC action requests, develop master agreements and program supplements, and monitor TCRP projects.

The TCRP was created in 2000 by Assembly Bill 2928 and Senate Bill 1662. The TCRP provides \$4.9 billion for 141 projects, funded by the General Fund. The TCRP projects range from transit extensions to the acquisition of low-emission buses.

State-Local Partnership Program (SLPP)

The DMT's core functions under the SLPP are to facilitate CTC action requests, support contract development, master agreements and program supplements, and monitor approved SLPP mass transportation projects.

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B) authorized \$1 billion to be deposited into the SLPP Account. There are two SLPP programs—a formula program for voter-approved taxes and fees, and a competitive grant program to match uniform developer fees. The funds for the formula program are appropriated by the Legislature and allocated by the CTC over a five-year period to eligible transportation projects nominated by the applicant agency. The funds for the competitive grant program are disseminated by the CTC amongst eligible project nominations.

For more information, please see our website at:

<http://www.catc.ca.gov/programs/SLPP.htm>

STATEWIDE TRANSIT PLANNING BRANCH

The Statewide Transit Planning Branch works in coordination and partnership with local transit stakeholders, regional transportation planning organizations, transit agencies, and Caltrans district offices to integrate transit into mainstream transportation planning.

The Statewide Transit Planning Branch conducts the following activities:

- Reviews and provides input into local and regional transportation planning documents such as overall work programs (OWP), regional transportation plans (RTP), system planning documents, and local short- and long-range transit plans to ensure transit is considered as a vital mode choice in the evaluation of transportation projects
- Promotes transit planning to achieve the goals of Senate Bill 375 (2008)—the State's first law to control greenhouse gas emissions through land-use development policies. SB 375 provides emissions-reducing goals for which regions achieve through planning, integrating



disjointed planning activities, and providing incentives for local governments and developers to follow new conscientiously planned growth patterns

- Administers the Caltrans Transit Pass Payroll Deduction Program and headquarters onsite transit pass sales
- Encourages the consideration of Transit Oriented Development (TOD), when feasible

Transit Pass Payroll Deduction Program

Statewide Transit Planning administers the Transit Pass Payroll Deduction Program through contracts among Caltrans, local transit operators, and the State Controller's Office (SCO) to allow automatic deduction of transit pass fees from Caltrans employees' paychecks. This program, unveiled in March 2004, obviates the need for time-consuming individual transit pass purchases, with a tax benefit to boot. Monthly passes are sent to employees' divisions before the end of the month and are distributed in the same manner as travel expense, overtime, and payroll checks.

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/statewide-transit.html>

TRANSIT MARKETING AND RESEARCH

The Marketing and Research Outreach program helps foster and support the State's multimodal transportation system through the development of various promotional programs and communication approaches regarding alternatives to the single occupant vehicle, and by coordinating efforts to compete for and obtain funding to advance transit-related research.

Outreach efforts include collaborating with partners to promote the transit component of integrated multimodal transportation systems and to research/deploy innovative mobility solutions, making the transportation system more efficient and effective in order to mitigate congestion. These efforts will assist in achieving DMT's goal of reducing single occupant vehicle trips, expand mobility, and access choices to generate environmental, economic, and social benefits.

Staff works with the Sacramento Transportation Management Association (TMA) to encourage transit and other alternate modes by submitting and reviewing state and national research proposals, and working closely with the Division of Research and Innovation (DRI) and several research universities.

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/outreach.html>



TRANSIT INTEGRATION

This branch works with various functional and technical divisions including external agencies to incorporate transit as a vital mode of transportation into Caltrans manuals and guidance documents. Areas of focus include the following:

- Collaborates with the Division of Traffic Operations who serves as a team to develop the Park and Ride Resource Guideline for Caltrans
- Supports the development of the Complete Streets Implementation Action Plan with a focus on transit
- Assists the DRI, Design, and Traffic Operations, and the districts to provide technical assistance with updating the Highway Design Manual
- Partners with other divisions to develop the Bus Rapid Transit (BRT) Performance Assessment Guidebook
- Local Development-Intergovernmental Review

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/integration.html>

TRANSIT SYSTEMS ANALYSIS BRANCH

The Transit Systems Analysis (TSA) Branch collects, monitors, and analyzes data related to the fiscal status and performance of public transit operators throughout California. The TSA Branch is responsible for the creation of a central data source that will provide management and staff the information necessary to respond to inquiries quickly and efficiently.

The TSA Branch is responsible for the following:

- Administering and facilitating Legislative Bill Analysis for DMT
- Updating and maintaining the State Policy, Research and Capitol website in conjunction with the Federal Office
- Comparing, analyzing, and tracking transit trends reported by other state's Departments of Transportation
- Facilitating (in coordination with DRI) the efficient deployment and creation of a standardized Intelligent Transportation Systems procurement methodology for transit operators Effective Deployment of Advanced Public Transportation Systems (EDAPTS)
- Creating trend line charts/graphs to monitor state transit performance



- Supporting integration of BRT project planning and implementation into Caltrans policies, procedures and practices

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/analysis.html>

PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) – PROP 1B BRANCH

This branch administers, tracks, and manages \$3.6 billion in transit projects. Some of the projects include transit bay facility improvements, bus purchases, vehicle rehabilitation, bus stop improvements, rail improvements, and Compressed Natural Gas fueling stations. This branch develops PTMISEA guidelines and applications, and updates the Governor's Bond Accountability Input System.

The PTMISEA was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion for transportation, \$3.6 billion was allocated to transit operators over ten years. Funds may be used for the following work: transit rehabilitation; safety and modernization; capital improvements or expansion; new capital projects; bus rapid transit; and rolling stock (buses and rail cars) procurement, and rehabilitation or replacement. Funds are appropriated annually by the Legislature, to the SCO for allocation per Public Utilities Code formula. This appropriation gives 50 percent to local operators based on fare box revenue, and 50 percent to regional entities based on population. In FY 2007/08, Senate Bill 88 named Caltrans the administering agency and was appropriated \$600 million by the Legislature. In FY 2008/09, the Legislature extended SB 88 for a year and appropriated \$350 million. The FY 2009/10 Governor's Budget includes \$350 million for PTMISEA.

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/Proposition-1B.html>

CHAPTER 3

OFFICE OF FEDERAL TRANSIT GRANTS PROGRAMS

Kimberly Gayle, Office Chief

The Office of Federal Transit Grants responsibilities include:

- Award, manage, and oversee the following Federal Transit Administration (FTA) grants such as 5307—Urbanized Area Formula, 5310—Specialized Transit, 5311—Rural and Small Transit, 5316—Job Access Reverse Commute, and 5317—New Freedom
- Implement and manage the Intercity Bus Program
- Prepare bid specifications for State bus inspections and procurement
- Manage the Rural Transit Assistance Program (RTAP) Rural and Small Transit Operators
- Manage local procurements to assure compliance with state and federal regulations
- Financial monitoring and grant management
- Provide planning and technical assistance to subrecipients on human services transportation coordination
- Interagency human services coordination liaison to improve mobility options
- Transit Security planning
- Work and technical assistance
- Federal Policy and Legislation
- FTA Compliance for Civil Rights Program



FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310—ELDERLY and DISABLED, SPECIALIZED TRANSIT BRANCH

This branch oversees the FTA Section 5310—Special Needs of Elderly Individuals and Individuals with Disabilities Program that purchases transit vehicles and transit related equipment for the elderly and people with disabilities.

The following are the primary responsibilities of this branch:

- Review grant applications for eligibility and adherence to federal guidelines and the State Management Plan
- Verify compliance with federal and state regulations
- Provide technical assistance to applicants, grantees, and regional agencies
- Develop annual program timelines
- Solicit applications
- Conduct application workshops
- Determine eligibility of applicants and proposed projects
- Oversee Title VI, Section 504 and Americans with Disabilities Act compliance reporting

The FTA Section 5310 Program provides federal grants to non-profit organizations and public agencies for safe and efficient transportation for the elderly and people with disabilities, through procuring accessible vans and buses, communication equipment, and computer hardware and software.

The FTA Circular 9070.1F incorporates the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). Projects selected for funding must be derived from a human services transportation plan developed locally and coordinated among public, private, and non-profit transportation and human service providers and members of the public.

In addition, this branch partners with the Department of General Services' Procurement Division to contract for paratransit buses, so that public agencies may benefit from the economies of scale of a large group procurement.

ELIGIBLE APPLICANTS

- Private non-profit corporations
- Public agencies where no private non-profits are readily available to provide the proposed service
- Public agencies that have been approved by the state to coordinate services

FUNDING

\$12.6 million in federal funding were available for FY 2009. Agencies receive up to 88.53 percent in federal funds and provide the remaining balance as a local match.

PROGRAM REQUIREMENTS

Successful applicants enter into a project agreement with Caltrans stating the terms and conditions governing project procurement and operation. The agreement ends when a project terminates and the equipment is disposed of, with the approval of Caltrans, per federal grant standards. Section 5310 grantees must report quarterly on their use of Section 5310 vehicles and equipment. Caltrans also inspects all projects and agency operations every two years for the condition and use of equipment.

SELECTION PROCESS

Project grants are awarded competitively. Regional transportation planning agencies score projects from their region, per CTC scoring criteria, and send the scores to DMT. A state review committee drafts a prioritized list and sets the funding line. The committee rescores any projects incorrectly scored by the regional transportation planning agencies, and creates a list of projects based on 120 percent of estimated available funds. The committee then holds a staff-level hearing with stakeholders to discuss the list and hear appeals based on technical grounds. Finally, the committee submits a final list to the CTC, which holds a public hearing to discuss the prioritized list and overall program policy, and adopts the prioritized list.

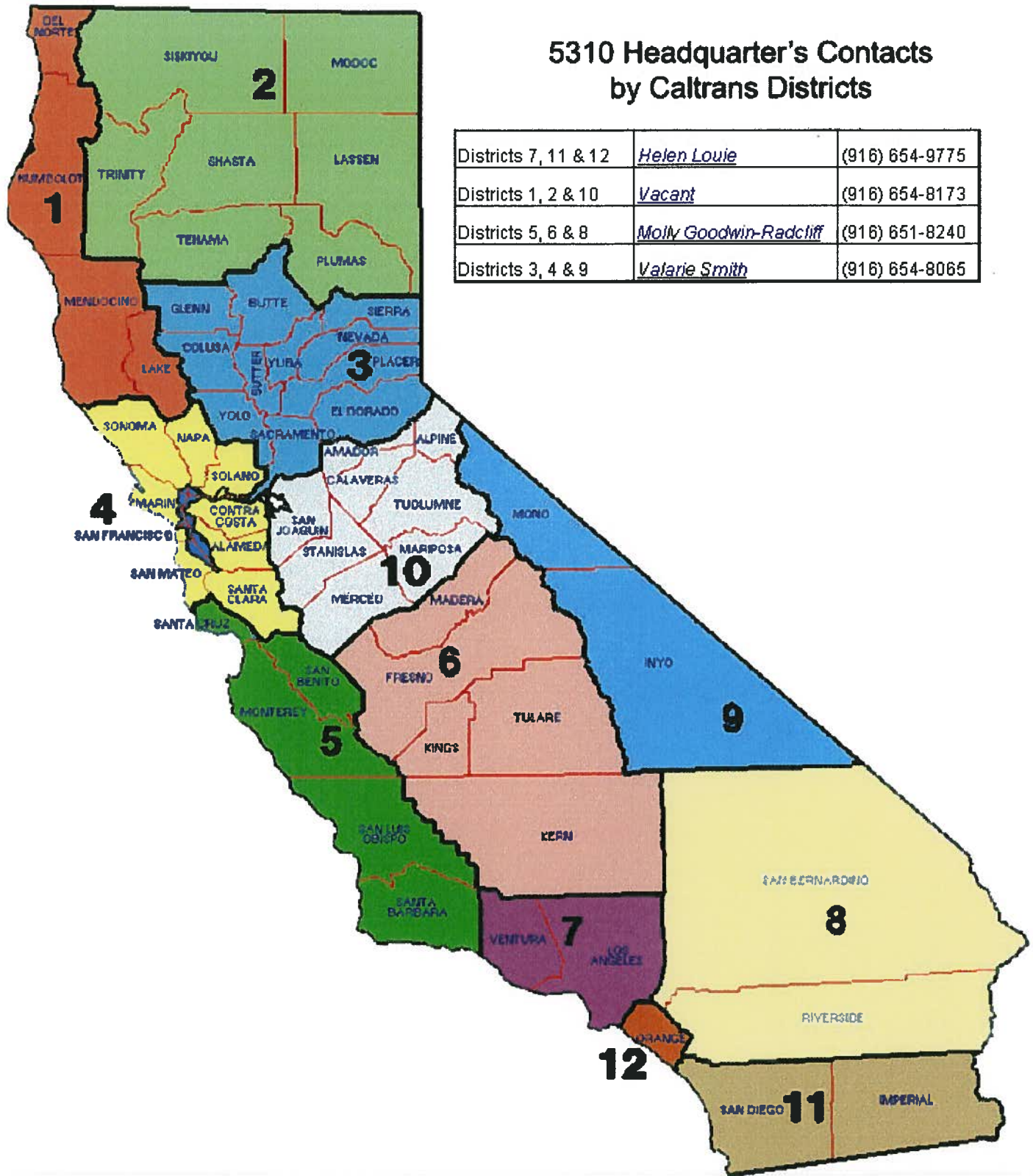
Please see our website, or contact the following phone number for more information regarding our grants:

California Coordinated Plan - <http://www.dot.ca.gov/hq/MassTrans/Coord-Plan-Res.html>

Elderly & Disabled Specialized Transit Branch - <http://www.dot.ca.gov/hq/MassTrans/5310.html>

Toll-free number at 1-888-GRANT16/1-888-472-6816

For further information, please see our website at: <http://www.dot.ca.gov/hq/MassTrans/5310.html>



RURAL TRANSIT PROGRAMS BRANCH—FTA SECTION 5311 and
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (“RECOVERY
ACT” or “ARRA”)

This branch administers the FTA Section 5311 rural transit programs, which includes:

- FTA Section 5311—Non-Urbanized Area Formula Program, which are grants for public transportation operations and capital in rural areas
- FTA Section 5311(b)—Rural Transit Assistance Program, to provide training, technical assistance, and research to improve rural transit
- FTA Section 5311(f)—Intercity Bus Program, to provide training, technical assistance, and research to improve rural transit
- National Transit Database (NTD) Reporting, to relay rural transit data, such as annual revenue, total annual operating costs, total annual capital costs, fleet size and type, related facilities, revenue vehicle miles, and ridership, through the NTD Rural Data Reporting Module
- American Recovery and Reinvestment Act of 2009 or ARRA, which is intended for vehicle acquisition, equipment, facilities, preventive maintenance, and transit safety and security, and for paratransit operating assistance under American with Disabilities Act (ADA) regulations

Please visit our website at:

<http://www.dot.ca.gov/hq/MassTrans/5311.html>

Under the Non-Urbanized Area Formula Program, FTA Section 5311, the FTA provides funds to states for public transportation operations and capital in rural areas with a population under 50,000. This branch is responsible for the following duties:

- Administering contracts and monitoring compliance
- Providing technical assistance to local planning agencies and transit operators through Caltrans representatives at eleven out of twelve district offices
- Distributing funds to 43 California non-urbanized areas in the following manner: 75 percent to a region or county based on its population; 15 percent for the 5311(f) Intercity Bus Program, on a competitive basis; and 10 percent for state administration

FTA SECTION 5311(b)—RURAL TRANSIT ASSISTANCE PROGRAM (RTAP)

This branch administers the RTAP, by contract with the California Association of Coordinated Transit (CalACT), a non-profit association of transit providers serving the needs of non-urbanized areas of California, to help small transit providers become more efficient and effective.

Congress created the RTAP in 1986, under the Section 18(h) of the Surface Transportation Act, administered by the FTA, to provide training, technical assistance, and research to improve rural transit.

The RTAP has both state and national components. The State program provides an annual allocation to each state to develop training and technical assistance. The *national program*, managed by FTA, fosters the development of information and materials for use by local operators and state agencies, and supports research and technical assistance projects of national interest.

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/Rtap.html>

FTA SECTION 5311(f)—INTERCITY BUS PROGRAM

The FTA Section 5311(f) designates funds for intercity bus projects, which supports projects of regional, statewide, and national significance between non-urbanized areas and urbanized areas. This program provides supplemental financial support to transit operators for efficient and effective use of federal funds for rural intercity transportation. Applicants work with their regional planning agencies to access local and regional funding.

A transit provider may receive funding for scheduled trips that make the best connection on an intercity route in the California Intercity Bus Network. The goal of this network is to provide seamless regional service, with interagency coordination, marketing, and informational networking.

Section 5311(f) Intercity Bus Program provides operating, capital, and planning grants for three national objectives:

- Connection between the non-urbanized and the regional or national system of intercity bus service
- Meeting the intercity travel needs of residents in non-urbanized areas
- Infrastructure support of the intercity bus network, through planning and marketing assistance and capital investment in facilities

ELIGIBLE APPLICANTS

- Governmental authorities and transit providers
- Private non-profit and for-profit organizations
- Tribal governments

FTA SECTION 5311—NATIONAL TRANSIT DATABASE (NTD) REPORTING

SAFETEA-LU requires FTA Section 5311 subrecipients to report rural transit data annually. DMT relays rural transit data for all Section 5311 subrecipients through the NTD Rural Data Reporting Module. Data reported include annual revenue, total annual operating costs, total annual capital costs, fleet size and type, related facilities, revenue vehicle miles, and ridership.

In July of each year, each 5311 subrecipient is e-mailed the Rural General Public Transit Service Form (RU-20) with instructions. With the exception of subrecipients that also receive 5307 funding (5307 subrecipients already report to the Urban NTD), all 5311 subrecipients must submit the report to DMT by the end of September. To obtain a copy of the RU-20 form or instruction on how to complete the FU-20 form, please visit the following sites:

- The RU-20 form:
<http://www.ntdprogram.gov/ntdprogram/>
- How to fill out the RU-20 form:
Contact Fred Lenhart at (916) 654-7601, or Fred_Lenhart@dot.ca.gov

After all subrecipients have submitted their RU-20, DMT combines all data into one RU-20 form and submits it to FTA by October 31.

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/5311.html>

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 ("RECOVERY ACT" or "ARRA")

This program advances projects that bring value to the local, state, and national economy, including formula programs dedicating \$1.07 billion to transit and discretionary programs that set aside \$2.2 billion for AMTRAK, new starts, transit, ferries and other programs.

Additionally, this program funds vehicle acquisition, equipment, facilities, preventive maintenance, and transit safety and security, like the FTA Section 5311 Program, which also includes ADA paratransit operating assistance (a maximum of 10 percent of the total ARRA apportionment).

For an overview of the ARRA, please visit Caltrans' website at:

<http://www.dot.ca.gov/Recovery/>

This website provides information on ARRA apportionment of the \$2.57 billion for highways, local streets, freight and passenger rail, and port infrastructure, including \$1.07 billion for transit.



For more information, please see an additional website at:

<http://www.dot.ca.gov/hq/MassTrans/ARRA-new.html>

FTA SECTION 5311—RURAL and SMALL TRANSIT PROCUREMENT BRANCH

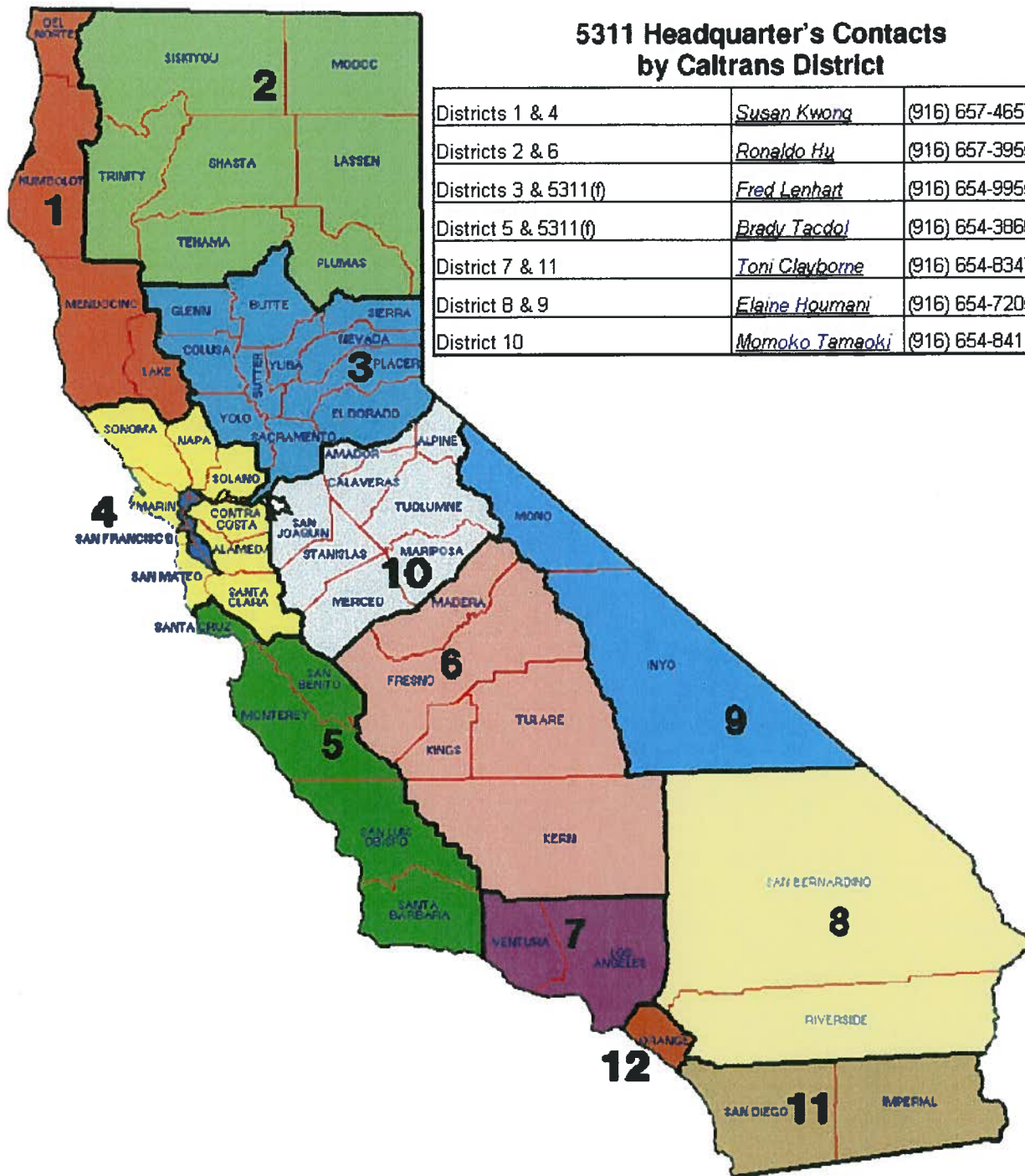
This branch oversees the following activities regarding FTA Section 5311—Rural and Small Transit Procurement:

- Allows rural and small transit operators to purchase buses and vans—hybrid, compressed natural gas, propane, and clean diesel—at group rates through competitive contracts
- Works with manufacturers, federal, state (especially the Department of General Services) and local agencies to streamline the vehicle procurement process, to save transit operators millions each year
- Helps transit operators purchase over 600 transit vehicles per year through state contracts
- Teaches transit operators to maintain their vehicles at transit vehicle maintenance workshops

For a hard copy of the handbook for State Contract Vehicles, contact Ralph Martinez at (916) 919-7336, or Ralph_Martinez@dot.ca.gov

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/5311-Procurement.html>



5311 Headquarter's Contacts by Caltrans District

Districts 1 & 4	<u>Susan Kwong</u>	(916) 657-4657
Districts 2 & 6	<u>Ronaldo Hu</u>	(916) 657-3955
Districts 3 & 5311(f)	<u>Fred Lenhart</u>	(916) 654-9955
District 5 & 5311(f)	<u>Brady Tacdol</u>	(916) 654-3860
District 7 & 11	<u>Toni Clayborne</u>	(916) 654-8347
District 8 & 9	<u>Elaine Houmani</u>	(916) 654-7205
District 10	<u>Momoko Tamaoki</u>	(916) 654-8411



FTA SECTION 5316—JOB ACCESS and REVERSE COMMUTE (JARC) and FTA SECTION 5317— NEW FREEDOM BRANCH

The FTA Section 5316 JARC and 5317 New Freedom Branch's tasks are:

- Receives annual apportionment from FTA for small urban and rural areas
- Administers grants from start to completion
- Develops guidelines and policies
- Works with RTPAs on developing Memorandum of Understanding (MOU) agreements if necessary
- Coordinates competitive selection processes
- Programs selected projects for the STIP/Federal Transportation Improvement Program
- Reports project progress to FTA and/or appropriate agencies
- Provides technical assistance to grant award recipients as necessary

FTA Section 5316 – Job Access and Reverse Commute (JARC) Program

The goal of the JARC Program is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Eligible recipients include private non-profit organizations, state or local government authorities, operators of public transportation services, including private operators of public transportation services, and tribal governments. JARC funds are available for capital, operating assistance, and mobility management activities.

Under Circular FTA C 9050.1, the JARC Program is authorized under the provisions set forth in the SAFETEA-LU, enacted on August 10, 2005, as codified at 49 U.S.C 5316. Projects selected for funding must be derived from a locally developed, coordinated public transit-human services transportation plan, and the plan must be “developed through a process that includes representatives of public, private, and non-profit transportation and human service providers and participation by members of the public.”

FTA Section 5317 - New Freedom Program

The New Freedom Program provides new public transportation services and public transportation alternatives beyond those required by the ADA of 1990 (42 U.S.C. 12101 et seq.), that assist individuals with disabilities with transportation. The program is intended to fill the gaps between human services and public transportation services previously available and to facilitate integration of individuals with disabilities into the workforce and full participation in the community. Eligible recipients include private non-profit organizations, state or local government authorities, operators of public transportation services, including private operators of public transportation services, and tribal governments. New Freedom funds are available for capital, operating assistance, and mobility management activities.

Under Circular FTA C 9045.1, the New Freedom Program is authorized under the provisions set forth in the SAFETEA-LU, enacted on August 10, 2005, as codified at 49 U.S.C 5317. Projects selected for funding must be derived from a locally developed, coordinated public transit-human services transportation plan and the plan must be “developed through a process that includes representatives of a public, private, and non-profit transportation and human service providers and participation by members of the public.”

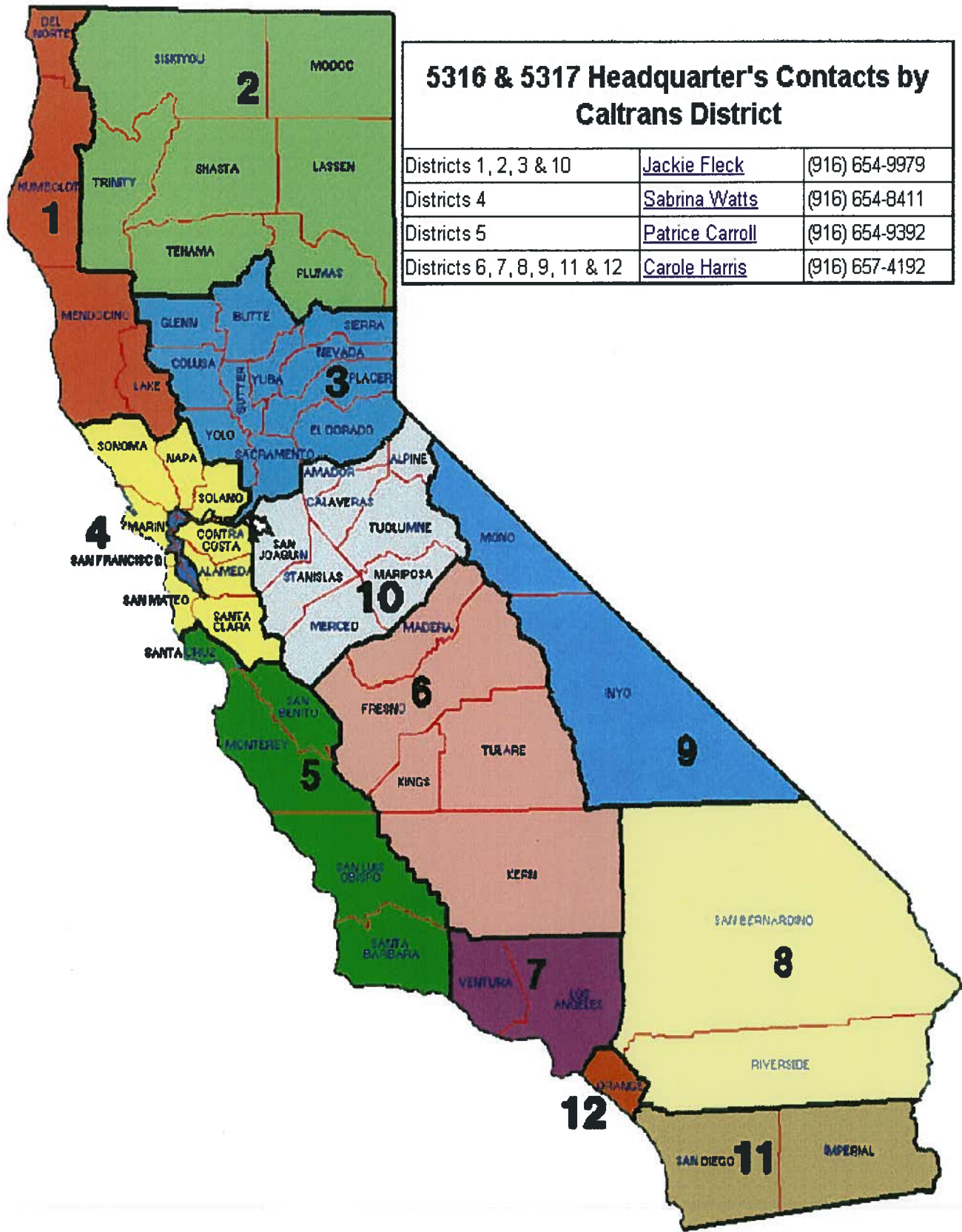
For additional information, please visit our websites:

Job Access & Reverse Commute — <http://www.dot.ca.gov/hq/MassTrans/5316.html>

New Freedom — <http://www.dot.ca.gov/hq/MassTrans/5317.html>

California Coordinated Plan — <http://www.dot.ca.gov/hq/MassTrans/Coord-Plan-Res.html>





INTERAGENCY COORDINATION LIAISON

The Interagency Coordination Branch partners with federal, state, regional and local agencies, private and non-profit organizations, and advocacy groups to:

- Promote human services transportation coordination
- Expand and promote mobility options
- Implement the California Mobility Action Plan for Improving Human Services Transportation through Effective Statewide Coordination (Mobility Action Plan)
- Liaison for the United We Ride (UWR) Program and works directly with the UWR Region IX Ambassador in developing and implementing human service coordination programs and projects
- Liaison with the California Association for Coordinated Transportation (CalACT), California Association of Area Agencies on Aging (C4A), Community Transportation Association of America (CTAA), Health & Human Services Agency (HSS), California Department of Aging (CDA), California Department of Motor Vehicles (DMV), California Highway Patrol (CHP), MPOs, RTPAs, and other federal, state, regional, and local planning and service provider agencies to improve human services transportation coordination

Interagency Coordination is intended to promote mobility choices, especially for the elderly, disabled, and economically disadvantaged.

For information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/Interagency-Coordination.htm>

TRANSIT SAFETY & SECURITY

This branch conducts the following activities regarding transit safety and security:

- Partners with the California Emergency Management Agency (CalEMA) in coordinating transit security training workshops
- Works with other Caltrans headquarters' divisions and districts, and transit providers in establishing inventories of security and emergency resources
- Updates the Caltrans Transit Emergency Planning Guidelines, which transit operators use to develop safety and security plans, and coordinates emergency preparedness training
- Promotes and coordinates emergency preparedness and transit security workshops for local transit operators, first responders, and Caltrans district staff, and offers technical assistance to rural agencies

For more information on transit safety & security, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/Safety-Security.html>

DISADVANTAGED BUSINESS ENTERPRISE (DBE) BRANCH

This branch manages the Disadvantaged Business Enterprise (DBE) program and ensures that subrecipients of the four funds listed below comply with U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 26 (requirements for DBE participation in federal transit funding programs). Subrecipients must meet DBE requirements when procuring non-vehicle products and services, adhering to the California State DBE Program Plan.

1. Elderly Individuals and Individuals with Disabilities Program, Section 5310
2. Non-urbanized Area Formula Program, Section 5311
3. JARC Program, Section 5316
4. New Freedom Program, Section 5317

For more information, please see our website at:

<http://www.dot.ca.gov/hq/MassTrans/DBE.html>



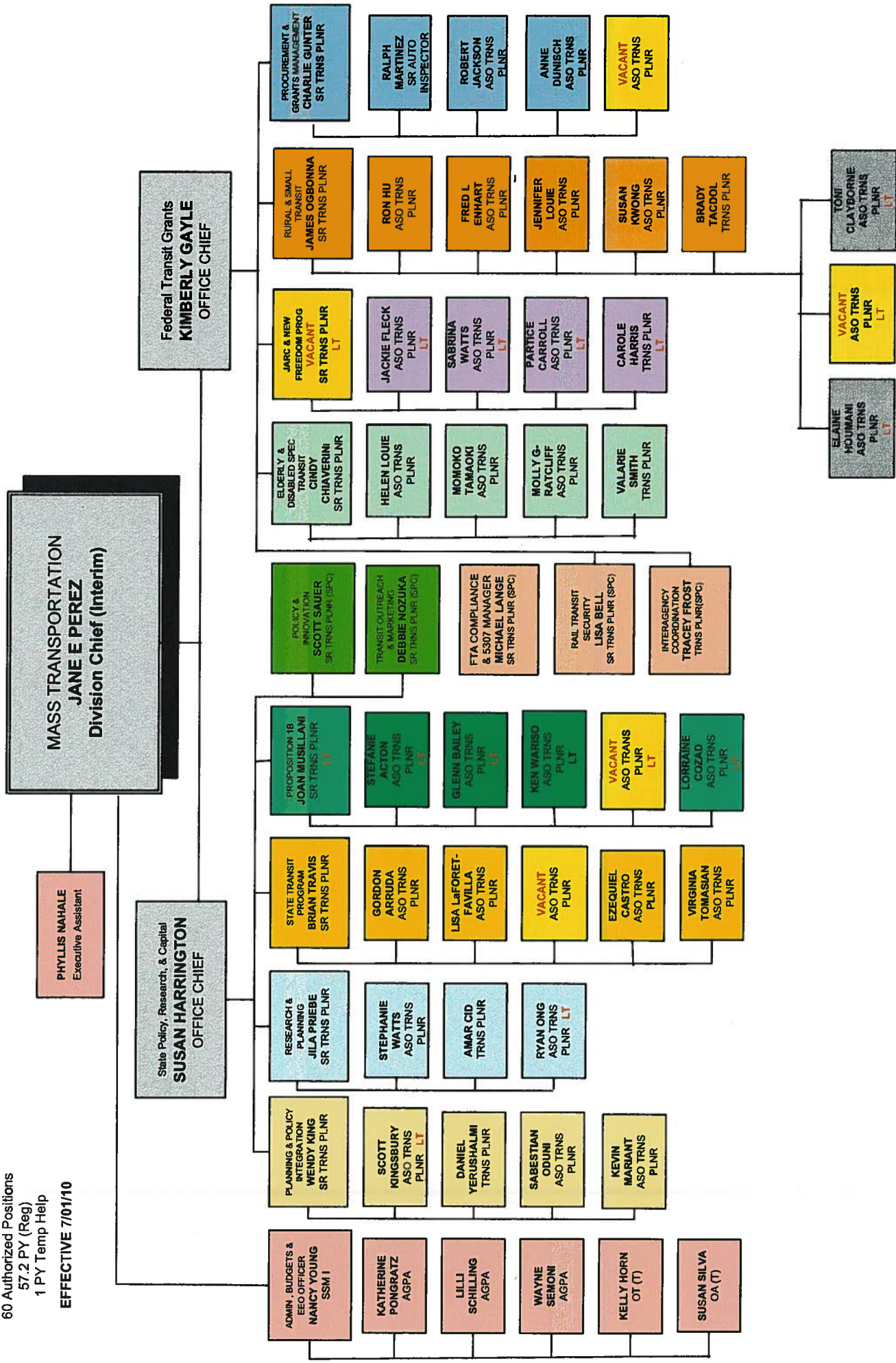
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DIVISION OF MASS TRANSPORTATION ORGANIZATIONAL CHART

APPENDIX 1

60 Authorized Positions
57.2 PY (Reg)
1 PY Temp Help
EFFECTIVE 7/01/10



Federal Aid Eligibility (FAE)
1 - eligible for Federal Aid
2 - non eligible for Federal Aid

DIVISION OF MASS TRANSPORTATION

BRANCH ROUTE LIST

Main Line:
654-8811

Division Chief

JANE PEREZ - Interim Chief 654-8144

ROUTE:

Fax Line:
654-9366

Division Secretary

Phyllis Nahale 654-8628

☐ Chiefs
☐ All Staff

Conference
Room Line:
654-8231

Administration & Budget & EEO

Nancy Young	654-5609
Kelly Horn	654-8688
Kathy Pongratz	654-9383
Lilli Schilling	657-4188
Wayne Semoni	654-8364
Susan Silva	654-8809

Return To:

Conf. Bridge
Line:
877-396-1924

By:

State Policy, Research & Capital

Susan Harrington 657-3876

Federal Transit Grants

Kimberly Gayle 654-8074

State Transit Program

Brian Travis	654-9842
Gordon Arruda	654-9396
Ezequiel Castro	654-8012
Lisa Laforet-Favilla	654-9871
Vacant (Associate TP)	653-3276

Planning & Policy Integration

Wendy King	651-8239
Kevin Mariant	654-8179
Scott Kingsbury	654-5289
Sebastian Oduni	651-6115
Stephanie Watts	654-9493

Research & Planning

Jila Priebe	651-8243
Amar Cid	651-6114
Virginia Tomasian	654-6373
Ryan Ong	653-3186
Daniel Yerushalmi	653-3088

Proposition 1B

Joan Musillani	654-9495
Stefanie Acton	654-8172
Glenn Bailey	657-4059
Lorraine Cozad	657-4679
Kenneth Wariso	653-3447
Vacant (Associate TP)	NA

Specialist

Transit Outreach & Marketing

Debbie Nozuka	657-4373
----------------------	----------

Policy & Innovation

Scott Sauer	657-3863
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JARC & New Freedom Program

Vacant (SeniorTP) (room 5525)	NA
Jackie Fleck	654-9979
Sebrina Watts	654-8411
Carole Harris	657-4192
Patrice Carroll	654-9392

Rural & Small Transit

James Ogbonna	651-6116
Toni Clayborne	654-8347
Elaine Houmani	654-7205
Ronaldo Hu	657-3955
Susan Kwong	657-4657
Fred Lenhart	657-4059
Jennifer Louie	654-9955
Brady Taccol	654-3860
Momoko Tamaoki	654-9975

Procurement & Grants Management

Chuck Gunter	657-3875
Robert Jackson	654-8631
Ralph Martinez	651-8242
Thuong (Anne) Dunisch	654-8625
Vacant (Associate TP)	654-9986

Elderly & Disabled Specialized Transit

Cindy Chiaverini	654-6990
Molly Goodwin - Ratcliff	651-8240
Helen Louie	654-9775
Valarie Smith	654-8065
Vacant (Associate TP)	654-8173

Specialist

FTA Compliance & 5307 Manager

Michael Lange	657-3946
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Rail Transit Security

Lisa Bell	657-4587
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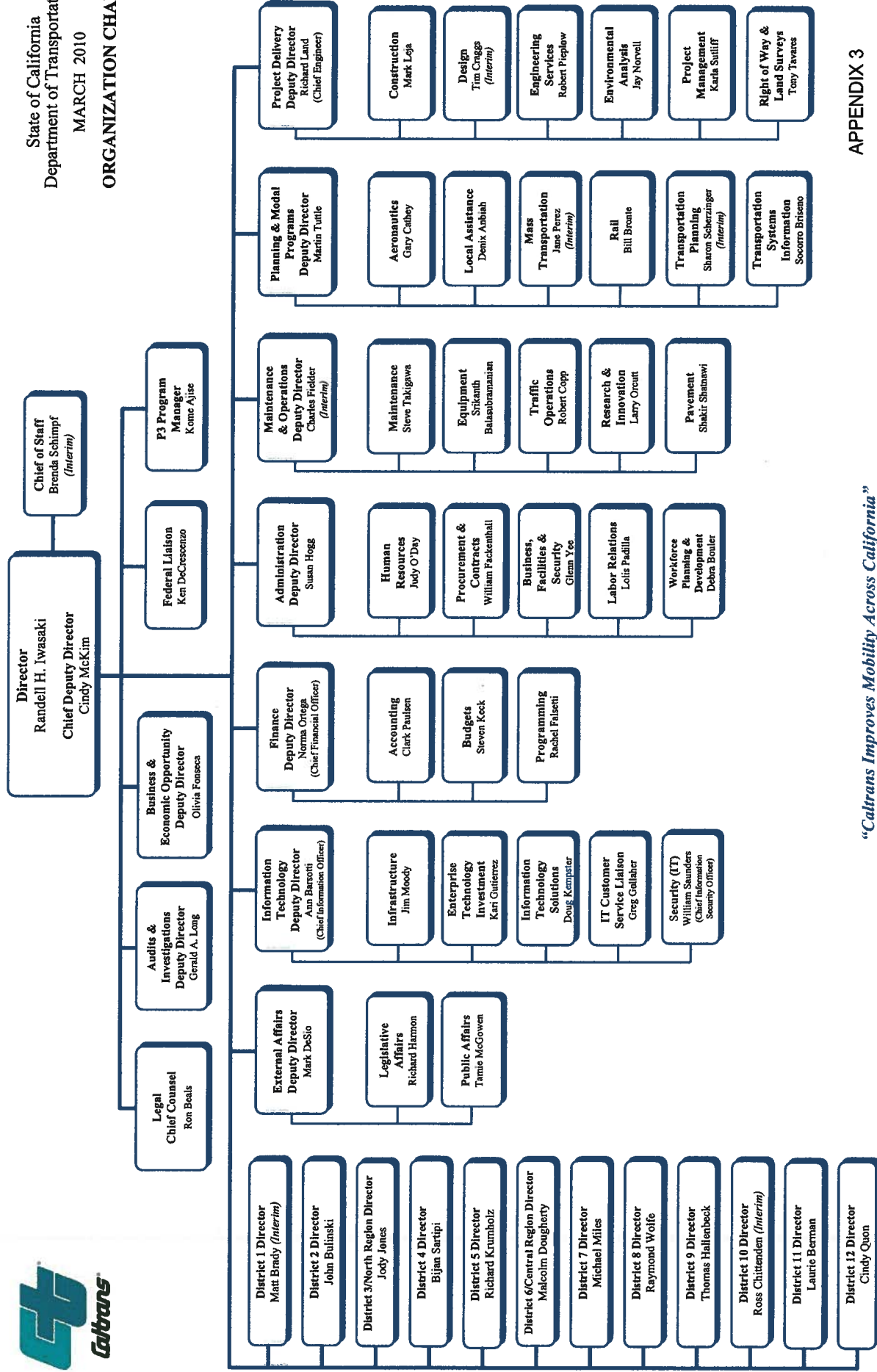
Interagency Coordination & Liaison

Tracey Frost	654-8222
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Department of Transportation
DMT MS# 39
P.O. Box 942874
Sacramento CA 94274-0001
(shipping: 1415 11th Street, 95814)

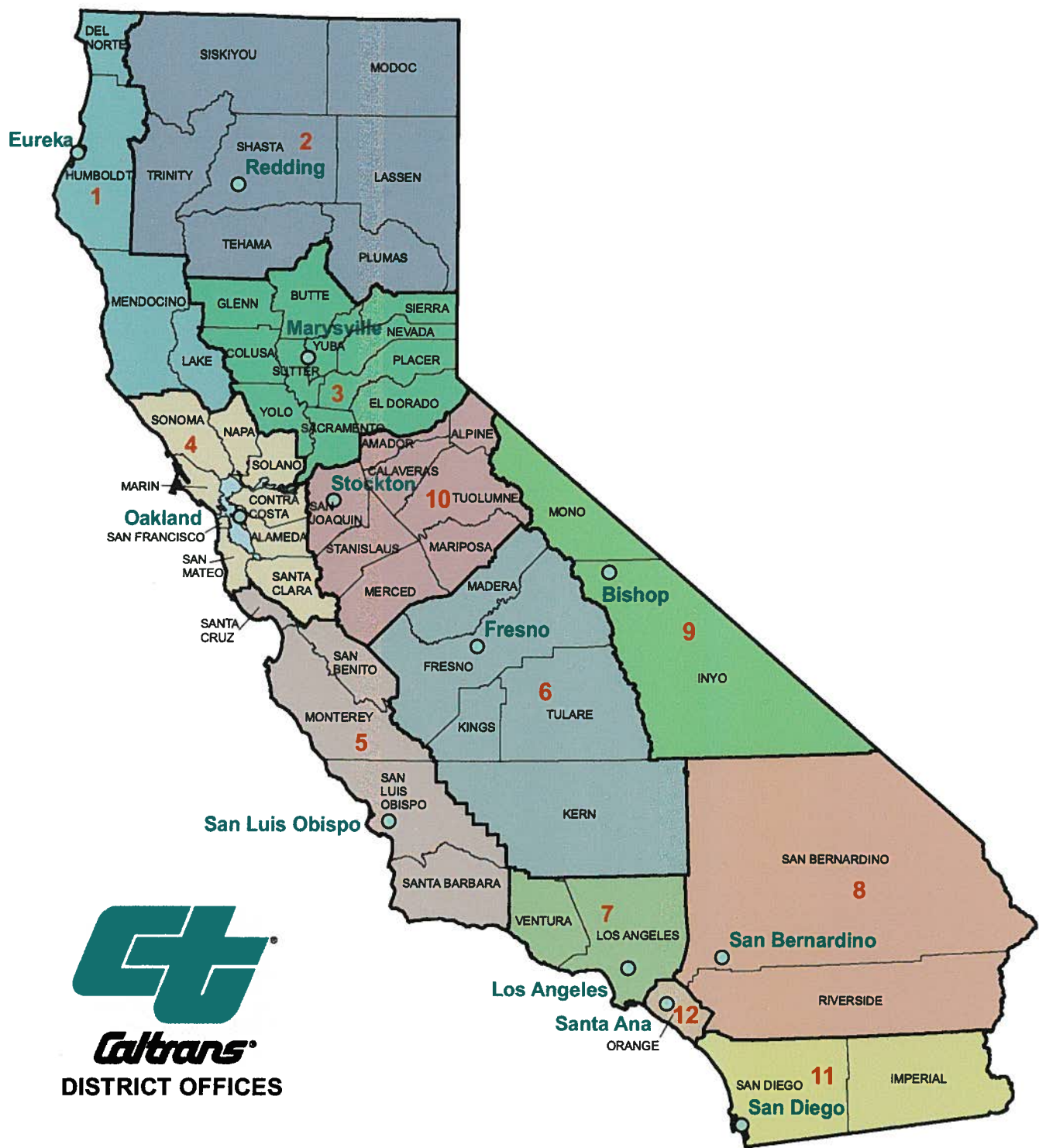


State of California
Department of Transportation
MARCH 2010
ORGANIZATION CHART



"Caltrans Improves Mobility Across California"

District Offices



Regional Transportation Planning Agencies (RTPAs)



MPOs & RTPAs Contact List Updated April 2009 Contact Data Wheeler at (916) 653-2355 for questions or mailing labels				
DISTRICT	AGENCY	CONTACT	ADDRESS	PHONE, FAX & INTERNET
3	Butte County Association of Governments MPO	Mr. Jon A. Clark Executive Director	2580 Sierra Sunrise Terrace Suite 100 Chico, CA 95928-6301	(530) 879-2468 FAX: (530) 879-2444 jonclark@bcag.org www.bcag.org
6	Council of Fresno County Governments MPO	Mr. Tony Boren Executive Director	2035 Tulare St., Suite 201 Fresno, CA 93721-2111	(559) 233-4148 FAX: (559) 233-9845 tboren@fresnocog.org www.fresnocog.org
6	Kern Council of Governments MPO	Mr. Ronald E. Brummett Executive Director	1401 19th St., Ste. 300 Bakersfield, CA 93301	(661) 861-2191 FAX: (661) 324-8215 rbrummett@kerncog.org www.kerncog.org
6	Kings County Association of Governments MPO	Ms. Terri King Executive Director	339 W. D St. Suite B Lemoore, CA 93245	(559) 582-3211 Extension 2654 FAX: (559) 924-5632 tking@co.kings.ca.us www.countyofkings.com/kcag/
6	Madera County Transportation Commission MPO	Ms. Patricia Taylor Executive Director	2001 Howard Road, Suite 201 Madera, CA 93637	(559) 675-0721 FAX: (559) 675-9328 patricia@maderactc.org www.maderactc.com/index.html
10	Merced County Association of Governments MPO	Mr. Jesse Brown Executive Director	369 W. 18th St. Merced, CA 95340	(209) 723-3153 FAX: (209) 723-0322 Jesse.Brown@mcagov.org www.mcagov.org
4	Metropolitan Transportation Commission MPO	Mr. Steve Heminger Executive Director	Joseph P. Bort Metro Center 101 8th St. Oakland, CA 94607-4700	(510) 464-7700 FAX: (510) 464-7848 Sheminger@mtc.ca.gov www.mtc.ca.gov
5	Association of Monterey Bay Area Governments MPO	Mr. John Doughty Executive Director	445 Reservation Rd., Ste. G P.O. Box 809 Marina, CA 93933-0809	(831) 883-3750 FAX: (831) 883-3755 jdoughty@ambag.org www.ambag.org
3	Sacramento Area Council of Governments MPO	Mr. Mike McKeever Executive Director	1415 L Street, Ste. 300 Sacramento, CA 95814	(916) 340-6205 FAX: (916) 321-9551 mmckeever@sacog.org www.sacog.org

MPOs & RTPAs Contact List Updated April 2009 Contact Dara Wheeler at (916) 653-2355 for questions or mailing labels				
DISTRICT	AGENCY	CONTACT	ADDRESS	PHONE, FAX & INTERNET
11	San Diego Association of Governments MPO	Mr. Gary Gallegos Executive Director	Wells Fargo Plaza 401 B St., Ste. 800 San Diego, CA 92101	(619) 699-1900 FAX: (619) 699-1905 gga@sandag.org www.sandag.org
10	San Joaquin Council of Governments MPO	Mr. Andy Chesley Executive Director	555 East Weber Ave. Stockton, CA 95202	(209) 468-3913 FAX: (209) 468-1064 achesley@slocog.org www.sjbog.org
5	San Luis Obispo Council of Governments MPO	Mr. Ronald L. DeCarli Executive Director	1150 Osos St., Ste. 202 San Luis Obispo, CA 93401	(805) 781-4219 FAX: (805) 781-5703 rondedecarli@slocog.org www.slocog.org
5	Santa Barbara County Association of Governments MPO	Mr. Jim Kemp Executive Director	260 N. San Antonio Road Ste. B Santa Barbara, CA 93110	(805) 961-8900 FAX: (805) 961-8901 jkemp@sbcag.org www.sbcag.org
2	Shasta County Regional Trans. Planning Agency MPO	Mr. Dan Little Executive Director	1855 Placer St. Redding, CA 96001	(530) 245-6819 FAX: (530) 225-5687 dlittle@co.shasta.ca.us www.scrtpa.org
7	Southern California Association of Governments MPO	Mr. Hasan Ikhrata Executive Director	818 West 7th St., 12th Fl. Los Angeles, CA 90017	(213) 236-1944 FAX: (213) 236-1825 (general) FAX: (213) 236-1963 (Tr Pl) ikhtrata@scag.ca.gov www.scag.ca.gov
10	Stanislaus Council of Governments MPO	Mr. Vince Harris Executive Director	900 H Street, Suite D Modesto, CA 95354	(209) 525-4632 FAX: (209) 558-7833 vharris@stanocog.org www.stanocog.org
3	Tahoe Metropolitan Planning Organization MPO	Joanne Marchetta Executive Director	P.O. Box 5310 128 Market Street State Line, NV 89449-5310	(775) 588-4547 FAX: (775) 588-4527 jnmarchetta@tpa.org www.tpa.org
6	Tulare County Association of Governments MPO	Mr. Ted Smalley Executive Director	Resource Management Agency Tulare County Government Plaza 5961 S. Mooney Blvd. Visalia, CA 93277	(559) 733-6291 FAX: (559) 730-2853 tsmalley@co.tulare.ca.us www.tularecog.org

MPOs & RTPAs Contact List Updated April 2009 Contact Dara Wheeler at (916) 653-2355 for questions or mailing labels				
DISTRICT	AGENCY	CONTACT	ADDRESS	PHONE, FAX & INTERNET
10	Alpine County Local Transportation Commission RTPA	Mr. Dennis Cardoza Executive Secretary	50 Diamond Valley Rd. Markleeville, CA 96120	530-684-2140 FAX: (530) 694-2149 dennis@ow.alpinecountynca.gov www.alpinecounty.ca.gov
10	Amador County Transportation Commission RTPA	Mr. Charles Field Executive Director	11400 American Legion Dr., Ste. A Jackson, CA 95642	(209) 267-2282 FAX: (209) 267-1930 charles@actc-amador.org www.actc-amador.gov
10	Calaveras Council of Governments RTPA	Mr. Tim McSorley Executive Director	P.O. Box 280 692 Marshall, Unit A San Andreas, CA 95249	(209) 754-2094 FAX: (209) 754-2096 timcsorley@calacog.org www.calacog.cog
3	Colusa County Transportation Commission RTPA	Mr. Loren Clifton Deputy Director	1215 Market St. Colusa, CA 95932	(530) 458-0466 FAX: (530) 458-2035 lclifton@colupw.com www.colusa-ca.gov
1	Del Norte Local Transportation Commission RTPA	Ms. Tamara Buchanan Executive Director	1225 Marshall Street, Suite 8 Crescent City, CA 95531	(707) 465-3878 FAX: (707) 465-5518 tamara.buchanan@aol.com www.dnltc.org
3	El Dorado County Transportation Commission RTPA	Ms. Kathryn Mathews Executive Director	2828 Easy Street, Suite 1 Placerville, CA 95667	(530) 642-5260 FAX (530) 642-5266 kmathews@edctc.org www.edctc.org/
3	Glenn County Transportation Commission RTPA	Mr. David Shoemaker Executive Director	P.O. Box 1070 Willows, CA 95988	(530) 934-6530 FAX: (530) 934-6533 shoemaker@glenn.net www.countyofglenn.net
1	Humboldt County Association of Governments RTPA	Mr. Spencer Clifton Executive Director	427 F St., Suite 220 Eureka, CA 95501	(707) 444-8208 FAX: (707) 444-8319 hcaog@pacbell.net www.hcaog.net
9	Inyo County Local Transportation Commission RTPA	Mr. B. Ted Pedersen Executive Director	P.O. Drawer Q Independence, CA 93526	(760) 878-0201 FAX: (760) 878-2001 tpedersen@inyocounty.us www.inyocitc.org
1	Lake County/City Area Planning Council RTPA	Ms. Lisa Davey-Bates Executive Director	367 No. State Street, Ste. 206 Ukiah, CA 95482	(707) 263-7789 FAX: (707) 463-2212 daveybates@lcpw-associates.com

MPOs & RTPAs Contact List Updated April 2009 Contact Data Wheeler at (916) 653-2355 for questions or mailing labels				
DISTRICT	AGENCY	CONTACT	ADDRESS	PHONE, FAX & INTERNET
2	Lassen County Transportation Commission RTPA	Mr. Larry Millar Executive Secretary	County Admin. Building 707 Nevada St. Susanville, CA 96310	(530) 251-8288 FAX: (530) 251-1805 lmillar@co.lassen.ca.us www.co.lassen.ca.us/gov/dept/transportation/Transportation.asp
10	Mariposa County Local Transportation Commission RTPA	Mr. Dana Herfielder Executive Director	4639 Ben Hur Road Mariposa, CA 95338	(209) 966-5356 FAX: (209) 966-5356 dherfielder@mariposacounty.org www.mariposacounty.org
1	Mendocino Council of Governments RTPA	Mr. Phil Dow Executive Director	367 N. State Street, Suite 206 Ukiah, CA 95482	(707) 463-1859 FAX: (707) 463-2212 dowp@dow-associates.com www.mendocinocog.org/
2	Modoc County Transportation Commission RTPA	Ms. Pam Couch Executive Director	111 W. North Street Alturas, CA 96101-3936	(530) 233-6410 FAX: (530) 233-3744 pamcouch@frontiernet.net
9	Mono County Local Transportation Commission RTPA	Mr. Scott Burns Executive Director	P.O. Box 347 Mammoth Lakes, CA 93546	(760) 924-1800 FAX: (760) 924-1801 Sturns@mono.ca.gov http://monocounty.ca.gov/departments.html
5	Transportation Agency for Monterey County RTPA	Ms. Debrah L. Hale Executive Director	55-B Plaza Circle Salinas, CA 93901-2902	(831) 775-0903 FAX: (831) 775-0897 debbie@tamcmontterey.org www.tamcmontterey.org
3	Nevada County Transportation Commission RTPA	Mr. Daniel B. Landon Executive Director	101 Providence Mine Rd. Suite 102 Nevada City, CA 95959	(530) 265-3202 FAX: (530) 265-3260 www.ndcc.ca.gov/ dlandon@ndccn.net
3	Placer County Transportation Planning Agency RTPA	Ms. Celia McAdam Executive Director	299 Nevada Street Auburn, CA 95603	(530) 823-4030 FAX: (530) 823-4036 cmcadam@oclopa.net www.pcipa.org/
2	Plumas County Transportation Commission RTPA	Mr. Martin Byrne Executive Director	1834 E. Main St. Quincy, CA 95971	(530) 283-6492 FAX: (530) 288-6323 mbyrne@pslin.com
5	Council of San Benito County Governments RTPA	Ms. Lisa Rheinheimer Executive Director	330 Tres Pinos Rd. Suite 7 Hollister, CA 95023	(831) 636-4170 FAX: (831) 636-4176 Lisa@sanbenitocog.org www.sanbenitocog.org/

MPOs & RTPAs Contact List Updated April 2009 Contact Dara Wheeler at (916) 653-2355 for questions or mailing labels				
DISTRICT	AGENCY	CONTACT	ADDRESS	PHONE, FAX & INTERNET
5	Santa Cruz County Regional Transportation Comm.	Mr. George Dondero Executive Director	1523 Pacific Ave. Santa Cruz, CA 95060-3911	(831) 460-3200 FAX: (831) 460-3215 gdondero@scrtc.org www.scrtc.org
3	Sierra County Local Transportation Commission	Mr. Tim H. Beals Executive Director	Courthouse Annex 101 Courthouse Sq. (P.O. Box 98) Downieville, CA 95936	(530) 289-2848 FAX: (530) 289-3620 tbeals@sierracounty.ws
2	Siskiyou County Transportation Commission	Mr. Tom Anderson Interim Executive Director	County Public Works Building 305 Butte St. Yreka, CA 96097	(530) 842-8250 FAX: (530) 842-8288 janderson@siskiyou.ca.us www.co.siskiyou.ca.us
2	Tehama County Transportation Commission	Mr. Gary Antone Executive Director	9380 San Benito Ave. Gerber, CA 96035-9702	(530) 385-1462 FAX: (530) 385-1189 gantone@cpw.ca.gov
2	Trinity County Transportation Commission	Mr. Carl Bonomini Executive Secretary	31301 Hwy 3 PO Box 2490 Weaverville, CA 96093-2819	(530) 623-1965 FAX: (530) 623-5312 cbonomini@trinitycounty.org www.trinitycounty.org/Departments/Plannin g/transcomm.htm
10	Tuolumne County Transportation Commission	Mr. Peter Rei Executive Director	2 South Green St. Sonora, CA 95370	(209) 533-5601 FAX: (209) 533-5698 prei@co.tuolumne.ca.us www.tuolumnecounty.ca.gov

Appendix 7—California Transit Agency Contact List

Alameda County

Airport Ground Transportation

OIA (Oakland International Airport)

Alameda

ATA (Alameda Transit Advocates)

Alameda Harbor Bay Ferry

Alameda Oakland Ferry

Berkeley

BLBS (Berkeley Lab Bus System)

UCB (University of California-Berkeley, Campus Shuttle, Bear Transit)

VWAT (Vantastic Wheelchair Accessible Transportation)

WBS (West Berkeley Shuttle)

Emeryville

EGR (Emery GoRound)

Fremont

FPP (City of Fremont Paratransit Program)

Hayward

CSUH (California State University-Hayward, Hill Hopper Shuttle, HHS)

Hercules

WestCAT (Western Contra Costa Transit Authority, WCCTA)

Livermore

Wheels (Livermore/Amador Valley Transit Authority, LAVTA)

Oakland

LARGE TRANSIT AGENCIES

AC Transit (Alameda-Contra Costa Transit District)

BART (San Francisco Bay Area Rapid Transit District)

OTHER TRANSIT AGENCIES

AirBART

AOFS (Alameda/Oakland Ferry Service)

CCJPA (Capitol Corridor Joint Powers Authority) (intercity)

EBPC (East Bay Paratransit Consortium)

OTHER SITES

AACT (Alliance for AC Transit & Bus Riders Union)

BATLUC (Bay Area Transportation & Land Use Coalition)

TransitWorks

TransLink

Pleasanton

PPS (City of Pleasanton Paratransit Service)

San Francisco

BGF (Blue and Gold Fleet)

San Leandro

FLEX Shuttle Service

Stockton

ACE (Altamont Commuter Express, San Joaquin Regional Rail Commission)

Union City

UCT (Union City Transit)

Alpine County

None

Amador

County Jackson

ARTS (Amador Regional Transit System)

Benecia City

Benecia

Benicia Breeze

Butte County

Chico

B-Line Paratransit

BCT (Butte County Transit)

CATS (Chico Area Transit System & Chico Clipper)

North Valley Shuttle

Gridley

GGFF (Gridley Golden Feather Flyer)

Oroville

B-Line Paratransit

North Valley Shuttle

Paradise

B-Line Paratransit

Willows

Glenn Ride (Glenn County Transportation Commission)

Calaveras County

San Andreas

[Calaveras Transit \(CT\)](#)

Colusa County

Colusa [CCTA \(Colusa County Transit Agency\)](#)

Contra Costa County

Antioch

[Tri Delta Transit \(Eastern Contra Costa Transit Authority, ECCTA\)](#)

Concord

[County Connection \(Central Contra Costa Transit Authority, CCCTA\)](#)

Oakland

[AC Transit \(Alameda-Contra Costa Transit District\)](#)

[BART \(San Francisco Bay Area Rapid Transit District\)](#)

Hercules

[Westcat \(Contra Costa Transit Authority\)](#)

Del Norte County

Crescent City

[RCT \(Redwood Coast Transit, Del Norte Local Transportation Commission\)](#)

El Dorado County

Diamond Springs

[EDT \(El Dorado County Transit Authority, El Dorado Transit\)](#)

Lake Tahoe area

[LTT \(Lake Tahoe Transit, includes Nifty Fifty Trolley, BlueGo, Tahoe Area Regional Transit, Tahoe Trolley, Truckee Transit, & Dial-a-Ride-Truckee \(unofficial\)\)](#)

South Lake

Tahoe

[BlueGo](#)

Fresno County

Clovis

[CTS \(City of Clovis Transit System, Stageline, Round Up\)](#)

Coalinga

[CT \(City of Coalinga Transit\)](#)

Fresno

TRANSIT AGENCIES

[FAX \(Fresno Area Express\)](#)

[FCRTA \(Fresno County Rural Transit Agency\)](#)

OTHER SITES

[FAST \(Fresno Area Sky Train\)](#)

Glenn County

Willows

[Glenn Ride \(Glenn County Transportation Commission\)](#)



Humboldt County

Arcata

AMRTS (Arcata and Mad River Transit System)

Eureka

ETS (Eureka Transit Service)

Humboldt Transit Authority

Redwood Transit System

Imperial County

Imperial

Imperial Valley Transit

Inyo County

Bishop

Eastern Sierra Transit Authority

Kern County

Arvin

Dial-A-Ride (City of Arvin Transportation Service, ATS)

Bakersfield

GET (Golden Empire Transit District)

KRT (Kern Regional Transit)

California City

City of California City Dial-A-Ride

Delano

DT (City of Delano Transit)

McFarland

McFarland Dial-A-Ride

McFarland Transit

Ridgecrest

RTS (City of Ridgecrest Transit System)

Shafter

City of Shafter Shuttle

Taft

TAT (Taft Area Transit)

Tehachapi

TDAR (City of Tehachapi Dial-a-Ride)

Wasco

WDAR (City of Wasco Dial-a-Ride)

Kings County

Corcoran

CAT (Corcoran Area Transit)

Dinuba

DT (City of Dinuba Transit)

Hanford

[KART \(Kings Area Rural Transit, Kings County Area Public Transit Agency\)](#)

Lake County

Lower Lake

[LTA \(Lake Transit Authority\)](#)

Lassen County

Susanville

Lassen County Public Transportation System

[Lassen Rural Bus](#)

Los Angeles County

Agoura Hills

[AHDAR \(City of Agoura Hills Dial-a-Ride\)](#)

Airport Ground Transportation

[Central Coast Shuttle Services \(Los Angeles International Airport\)](#)

[JWA \(John Wayne Airport\)](#)

[LAIA \(Los Angeles International Airport\)](#)

[OIA \(Ontario International Airport\)](#)

Alhambra

[ACT \(Alhambra Community Transit, Senior Ride\)](#)

[LADPW \(Los Angeles County Department of Public Works Transit Services\)](#)

Arcadia [AT \(City of Arcadia Transit\)](#)

Avalon

AT (Avalon Transit) **Azusa**

TRANSIT AGENCIES

[APUS \(Azusa Pacific University Shuttle\)](#)

[AT \(Azusa Transit, Dial-a-Ride\)](#)

OTHER SITES

[Transportation and Land Use Collaborative of Southern California](#)

Baldwin Park

[City of Baldwin Park Transit](#)

Bell Gardens

[City of Bell Gardens Dial-a-Ride](#)

[City of Bell Gardens Town Trolley Bus](#)

Bellflower

[BB \(Bellflower Bus\)](#)

Beverly Hills

[BHS \(Beverly Hills Shuttle\)](#)

Burbank

[Burbank Bus](#)

Calabasas

[CT \(Calabasas Trolley\)](#)

Carson

[CCTS \(Carson Circuit Transit System\)](#)



Catalina

[CSSB \(Catalina Safari Shuttle Bus\)](#)

Cerritos

[COW \(Cerritos on Wheels\)](#)

Claremont

[City Of Claremont Transit Services](#)

Commerce

[CMBL \(Commerce Municipal Bus Lines\)](#)

Compton

[CRT \(Compton Renaissance Transit\)](#)

Covina

[Go West -- West Covina Shuttle Bus](#)

Cudahy

CART (Cudahy Area Rapid Transit)

Culver City

[Culver CityBus \(CCB\)](#)

Diamond Bar

[Diamond Ride \(City of Diamond Bar Transportation, Holiday Ride\)](#)

Downey

[DowneyLINK](#)

Duarte

[DTS \(Duarte Transit System\)](#)

East Los Angeles

[ESS \(El Sol Shuttle\)](#)

El Monte

[EMTSD \(City of El Monte Transportation Services Division, El Monte Trolley Company, El Monte Commuter Shuttle, Dial-a-Ride\)](#)

El Segundo

[ESDLS \(City of El Segundo Downtown Lunchtime Shuttle\)](#)

Gardena

[GMBL \(Gardena Municipal Bus Lines\)](#)

Glendale

[Beeline \(City of Glendale\)](#)

Glendora

[GMBS \(City of Glendora Mini-Bus Service\)](#)

Hawaiian Gardens

[City of Hawaiian Gardens Public Transportation](#)

Hawthorne

[HDART \(City of Hawthorne Dial-a-Ride Transportation\)](#)

Huntington Park

[Combi – Huntington Park Local Transit Bus](#)

[Dial-A-Ride](#)

Inglewood

[I-Line \(Inglewood I-Line Shuttle Trolley\)](#)

[Para Transit \(Inglewood-Hawthorne-Lennox Para Transit\)](#)

[ITCVP \(InglewoodTaxi Coupon Voucher Program\)](#)

La Canada Flintridge

[LCF Shuttle \(La Canada Flintridge Shuttle & Dial-a-Ride\)](#)

La Habra Heights

[LHDAR \(City of La Habra Heights Dial-a-Ride\)](#)

La Mirada

[LMT \(City of La Mirada Transit\)](#)

La Puente

[LPL \(La Puente Link\)](#)

La Verne

[Get About \(Pomona Valley Transportation Authority, PVRTA\)](#)

Lakewood

[DASH \(City of Lakewood\)](#)

Lancaster

[AVTA \(Antelope Valley Transit Authority\)](#)

Lawndale

[LB \(Lawndale Beat\)](#)

Long Beach

[LBT \(Long Beach Transit\)](#)

Los Angeles

LARGE TRANSIT AGENCIES

[Access \(Access Services\)](#)

[LADOT \(City of Los Angeles Department of Transportation\)](#)

[Metro \(Los Angeles County Metropolitan Transportation Authority, LACMTA\)](#)

[Metrolink \(Southern California Regional Rail Authority, SCRRRA\)](#)

OTHER TRANSIT AGENCIES

[CSUN Paratransit \(California State University-Northridge\)](#)

[UCLA \(University of California at Los Angeles\)](#)

[FABS \(Van Nuys FlyAway Bus Service\)](#)

OTHER SITES

[@LA \(@LA: Guide to Greater Los Angeles and Southern California Public Transit\)](#)

[F4ET \(Friends 4 Expo Transit\)](#)

[F4RL \(Friends of the Metro Red Line\)](#)

[MSL \(Metro Silver Line\)](#)

[Mobility 21](#)

[Transit Insider \(San Fernando Valley Transit Insider\)](#)

[SCAG \(Southern California Association of Governments\)](#)

[SCTA \(Southern California Transit Advocates\)](#)

[TFLA \(Transportation Foundation of Los Angeles\)](#)

[TransitPeople](#)

Lynwood

[City of Lynwood Dial-a-Ride](#)

Manhattan Beach

[MBDAR \(City of Manhattan Beach Dial-a-Ride\)](#)

Maywood

[MDARP \(City of Maywood Dial-a-Ride Program\)](#)

Monrovia

[MT \(Monrovia Transit\)](#)

Montebello

[MBL \(Montebello Bus Lines\)](#)

Monterey Park

[MPSBS \(Monterey Park Spirit Bus Service\)](#)

Norwalk

[NTS \(Norwalk Transit System\)](#)

Paramount

[PERS \(Paramount Easy Rider Shuttle, Dial-a-Ride\)](#)

Pasadena

[ARTS \(Pasadena Area Rapid Transit System\)](#)

Rancho Palos Verdes

[PVPTA \(Palos Verdes Peninsula Transit Authority\)](#)

Redondo Beach

[The Wave \(City of Redondo Beach\)](#)

Rosemead

RSE (Rosemead Shoppers' Express)

San Fernando

[MCT \(Mission City Transit\)](#)

San Pedro

[CE \(Catalina Express\)](#)

Santa Clarita

[SCT \(Santa Clarita Transit\)](#)

Santa Fe Springs

[MetroExpress \(Santa Fe Springs MetroExpress, Santa Fe Springs Tram\)](#)

Santa Monica

[SMCA \(Santa Monica College Academy/Madison Transit Shuttle\)](#)

[Big Blue Bus \(Santa Monica Municipal Bus Lines, BBB\)](#)

Sierra Madre

[The Sierra Madre Dial-A-Ride](#)

Signal Hill

[SHDAT \(City of Signal Hill Dial-a-Taxi\)](#)

South El Monte

[City of South El Monte Senior Transportation](#)

South Gate

[City Of South Gate Phone-A-Ride Service](#)

South Pasadena

[MGLCA \(Metro Gold Line Construction Authority\)](#)

Sylmar

[Transit Coalition](#)

Torrance

[MAX \(Municipal Area Express\)](#)

[City Of Torrance Community Transit](#)

Walnut

[WWDAC \(Walnut Way Dial-a-Cab\)](#)

West Covina

[FT \(Foothill Transit\)](#)

[Go West \(West Covina Shuttle Bus\)](#)

West Hollywood

[CityLine \(West Hollywood CityLine/DayLine & Dial-a-Ride\)](#)

Whittier

[WT \(Whittier Transit\)](#)

Willowbrook

[Hahn's Trolley \(HT\)](#)

Madera County

Chowchilla

[CATX \(Chowchilla Area Transit Express\)](#)

Madera

[City of Madera Dial-a-Ride](#)

[City Of Madera MAX](#)

[Madera County Connection](#)

[Eastern Madera County Senior Bus](#)

[Eastern Madera County Escort Service](#)

Marin County

Novato

[SMART \(Sonoma-Marín Area Rail Transit Rail District\)](#)

San Francisco

[BGF \(Blue and Gold Fleet\)](#)

[GGT \(Golden Gate Bridge, Highway and Transportation District\)](#)

San Rafael

TRANSIT AGENCIES

[Marin Transit](#)

[The Stage \(West Marin Stagecoach\)](#)

[WW \(Whistlestop Wheels, Marin Senior Coordinating Council\)](#)

OTHER SITES

[MCMA \(Marin Congestion Management Agency\)](#)

Tiburon

[AITFC \(Angel Island-Tiburon Ferry Company\)](#)

Mariposa County

Mariposa

[Mariposa Public Transit](#)

Mendocino County

Fort Bragg

City of Fort Bragg

Ukiah

[MTA \(Mendocino Transit Authority\)](#)



Merced County

Los Banos

The Bus (City of Los Banos Bus Services)

Merced

The Bus (Merced County Transit, MCT)

YARTS (Yosemite Area Regional Transportation System)

Newman

PDAR (City of Newman Dial-a-Ride)

Modoc County

Alturas

Sage Stage (Modoc County Regional Transportation Planning Agency, MCRTPA)

Mono County

Bishop

IMT (Inyo Mono Transit, Carson Ridgecrest Eastern Sierra Transit, CREST)

Mammoth Lakes

MLTS (Mammoth Lakes Transit System)

Monterey County

King City KCDAR (City of King City Dial-a-Ride) Salinas

MST (Monterey-Salinas Transit)

TAMC (Transportation Agency for Monterey County)

Soledad City of Soledad

Napa County

Napa

TRANSIT AGENCIES

NDT (Napa Downtown Trolley)

NVCC (Napa Valley Commute Club)

VINE

OTHER SITES

The Napa County Transportation and Planning Agency

Nevada County

Grass Valley

GCS (Nevada County Gold Country Stage)

Orange County

Airport Ground Transportation

JWA (John Wayne Airport)

Anaheim

ARSS (Anaheim Resort Shopper Shuttle)

ASW (City of Anaheim Senior Wheels)

Balboa Island

BIF (Balboa Island Ferry)

Brea

[BSE \(City of Brea Shuttle Express\)](#)

Buena Park

[BPSTP \(City of Buena Park Senior Transportation Program\)](#)

Costa Mesa

[CMSC \(City of Costa Mesa Senior Center\)](#)

Cypress

[CTVP \(City of Cypress Taxi Voucher Program\)](#)

Fullerton

[RAOC \(Rail Advocates of Orange County\)](#)

Huntington Beach

[HBSOC \(City of Huntington Beach Senior Outreach Center\)](#)

Irvine

[TRIPS \(City of Irvine\)](#)

La Habra

[LHS \(City of La Habra Shuttle\)](#)

Laguna Beach

[LBT \(Laguna Beach Transit\)](#)

Laguna Niguel

[LNTP \(Laguna Niguel Transportation Program\)](#)

Laguna Woods

[LWTVP \(City of Laguna Woods Taxi Voucher Program\)](#)

[SCSSTP \(South County Senior Services Transportation Program\)](#)

Lake Forest

[LFST \(City of Lake Forest Senior Transportation\)](#)

Los Angeles

[Metrolink \(Southern California Regional Rail Authority, SCRRRA\)](#)

Newport Beach

[CARE-A-VAN \(City of Newport Beach Friends of Oasis Senior Center\)](#)

Orange

[OCTA \(Orange County Transportation Authority\)](#)

Placentia

[PSS \(City of Placentia Senior Services\)](#)

San Clemente

[SCST \(City of San Clemente Senior Transportation\)](#)

[Orange County Transportation Coalition](#)

Santa Ana

[SAST \(City of Santa Ana Senior Transportation\)](#)

[SMART \(Senior Medical Assistance Reimbursement Transportation Program\)](#)

Seal Beach

[SBSBP \(City of Seal Beach Senior Bus Program\)](#)

Westminster

[WOW \(Westminster on Wheels\) Senior Transportation Program](#)

Yorba Linda

[TRAILS \(City of Yorba Linda Taking Retired Adults Into Local Services\)](#)

Placer County

Auburn

Auburn Transit (City of Auburn Transit)

CTSA (Consolidated Transportation Services Agency of Placer County)

PCT (Placer County Transit)

Colfax

City of Colfax Grass

Valley

GCS (Nevada County Gold Country Stage)

Lake Tahoe area

LTT (Lake Tahoe Transit, includes Nifty Fifty Trolley, BlueGo, Tahoe Area Regional Transit,

Tahoe Trolley, Truckee Transit, Bus Plus, & Dial-a-Ride-Truckee) (unofficial)

Lincoln

COLT (City of Lincoln Transit)

Roseville

Roseville Transit (City of Roseville Public Transportation)

Tahoe City

TART (Tahoe Area Regional Transit)

Truckee

TPT (Town of Truckee Public Transit)

Plumas County

Quincy

PCT (Plumas County Transit)

Riverside County

Airport Ground Transportation

OIA (Ontario International Airport)

Banning

BT DAR (City of Banning Transit/Dial-a-Ride)

Beaumont

Beaumont Transit (Beaumont-Cherry Valley Dial-a-Ride, BT)

Blythe

Desert Roadrunner (Palo Verde Valley Transit Agency)

Corona

Corona Cruiser (City of Corona, Dial-A-Ride, CC)

Los Angeles

Metrolink (Southern California Regional Rail Authority, SCRRA)

Riverside

TRANSIT AGENCIES

RTA (Riverside Transit Agency)

Highlander Hauler (University of California-Riverside Transit Services, UCR)

OTHER SITES

RCTC (Riverside County Transportation Commission)

TNOW (Transportation NOW)

Thousand Palms

STA (SunLine Transit Agency)



Sacramento County

Airport Ground Transportation

SIA (Sacramento International Airport)

Carmichael

RM (RiderShip for the Masses)

Elk Grove

e-tran (City of Elk Grove Transit)

Folsom

FSL (City of Folsom Transit Division, Folsom Stage Line)

Galt

SCT (SCT/Link)

Oakland

CCJPA (Capitol Corridor Joint Powers Authority) (intercity)

Sacramento

LARGE TRANSIT AGENCIES

SRTD (Sacramento Regional Transit District)

OTHER TRANSIT AGENCIES

CSUS (California State University-Sacramento Hornet Express)

Paratransit

Quicklink

OTHER SITES

FOLR (Friends of Light Rail)

STA (Sacramento Transportation Authority)

STEN (Sacramento Transportation Equity Network)

San Benito County

Hollister

County Express (San Benito County Transit, SBCT)

San Bernardino County

Airport Ground Transportation

OIA (Ontario International Airport)

Barstow

BAT (Barstow Area Transit)

Crestline

MARTA (Mountain Area Regional Transit Authority)

Los Angeles

Metrolink (Southern California Regional Rail Authority, SCRRA)

Needles

NAT (Needles Area Transit)

San Bernardino

TRANSIT AGENCIES

OMNITRANS

OTHER SITES

SANBAG (San Bernardino Associated Governments)



Twentynine Palms

[MBTA \(Morongo Basin Transit Authority\)](#)

Victorville

[VVTa \(Victor Valley Transit Authority\)](#)

[San Diego County](#)

Airport Ground Transportation

[SDIA \(San Diego International Airport\)](#)

Carlsbad

[PAL \(PAL Shuttle\)](#)

Chula Vista

[CVT \(Chula Vista Transit\)](#)

La Jolla

[UCSD \(University of California San Diego\)](#)

National City

[NCT \(National City Transit\)](#)

Oceanside

[NCTD \(North County Transit District, BREEZE, Coaster\)](#)

San Diego

LARGE TRANSIT AGENCIES

[SDMTS \(San Diego Metropolitan Transit System\)](#)

includes the following:

[SDMTDB \(San Diego Metropolitan Transit Development Board\)](#)

[SDTC \(San Diego Transit Corporation\)](#)

[SDT \(San Diego Trolley\)](#)

OTHER TRANSIT AGENCIES

[FTS \(Friendship Transportation Service\)](#)

[Bay Ferry \(San Diego Harbor Excursion\)](#)

OTHER SITES

[NPMSSP \(North Park Main Street Streetcar Project\)](#)

[RideLink](#)

[SANDAG \(San Diego Association of Governments\)](#)

Solana Beach

[The Wave](#)

[San Francisco County](#)

Airport Ground Transportation

[SFIA \(San Francisco International Airport\)](#)

Alameda

[HBF \(Harbor Bay Ferry\)](#)

Oakland

[AOFS \(Alameda/Oakland Ferry Service\)](#)

[AC Transit \(Alameda-Contra Costa Transit District\)](#)

[BART \(San Francisco Bay Area Rapid Transit District\)](#)

San Carlos

[Caltrain \(Peninsula Corridor Joint Powers Board, PCJPB\)](#)

[SamTrans \(San Mateo County Transit District\)](#)

San Francisco

LARGE TRANSIT AGENCIES

[GGT \(Golden Gate Bridge, Highway and Transportation District\)](#)

[Muni \(San Francisco Municipal Transportation Agency, San Francisco Municipal Railway, SFMTA\)](#)

OTHER TRANSIT AGENCIES

[BGF \(Blue and Gold Fleet\)](#)

[GGPS \(Golden Gate Park Shuttle\)](#)

[MSR \(Market Street Railway\)](#)

[PresidiGo Shuttle \(PS\)](#)

[SFP \(San Francisco Paratransit\)](#)

OTHER SITES

[BAWTI \(Bay Area Water Transit Initiative\)](#)

[E-BATT \(Employers Bay Area Transit Tickets\)](#)

[RM \(Rescue Muni\)](#)

[RIDES \(RIDES for Bay Area Commuters\)](#)

[SFBC \(San Francisco Bay Crossings\)](#)

[SFTI \(San Francisco Bay Area Transportation Information\)](#)

[WTA \(San Francisco Bay Area Water Transit Authority\)](#)

[CCM \(San Francisco Cable Car Museum\)](#)

[SFCTA \(San Francisco County Transportation Authority\)](#)

[TJPA \(Transbay Joint Powers Authority\)](#)

[TLC \(Transportation for a Livable City\)](#)

[TMAAF \(Transportation Management Association of San Francisco\)](#)

Vallejo

[VBF \(Vallejo Baylink Ferry\)](#)

San Joaquin County

Escalon

[EDAR \(Escalon Dial-a-Ride\)](#)

[Escalon Transit Services \(City of Escalon\)](#)

Lathrop

City of Lathrop

Lodi

[Grapeline \(City of Lodi Transit Division, Dial-a-Ride\)](#)

Manteca

[SMART \(San Joaquin Regional Transit District\)](#)

Ripon

[RTBS \(City of Ripon Transit Bus Service\)](#)

Stockton

TRANSIT AGENCIES

[ACE \(Altamont Commuter Express, San Joaquin Regional Rail Commission\)](#)

[SMART \(San Joaquin Regional Transit District\)](#)

OTHER SITES

SJTC (San Joaquin Transit Coalition)

SMART NOW (SMART Coalition for Transit NOW)

Tracy

[Tracer \(City of Tracy\)](#)

San Luis Obispo County

Arroyo Grande STS (City of Arroyo Grande Senior Taxi Service)

Atascadero

[Atascadero Transit \(Dial-a-Ride, AT\)](#)

Avila Beach

[ABFT \(Avila Beach Free Trolley\)](#)

Cambria

[CVT \(Cambria Village Transit\)](#)

Grover Beach

[SST \(5 Cities Subsidized Taxi Program\)](#)

Los Osos

[SBDAR \(South Bay Dial-a-Ride\)](#)

Morro Bay

[MBT \(Morro Bay Trolley, Morro Bay Dial-a-Ride\)](#)

Nipomo

NDAR (Nipomo Dial-a-Ride)

Oceano

OST (Oceano Subsidized Taxi)

Paso Robles

[PRCATS \(Paso Robles City Area Transit & Dial-a-Ride\)](#)

Pismo Beach

PBST (City of Pismo Beach Subsidized Taxi)

San Luis Obispo

[Ride-On \(Ride-On Transportation Management Association\)](#)

[SLOC \(San Luis Obispo County Public Buses\)](#)

[San Luis Obispo Regional Ride Share](#)

[SLORTA \(San Luis Obispo Regional Transit Authority, Central Coast Area Transit, CCAT, Runabout\)](#)

[SLOT \(San Luis Obispo Transit\)](#)

[SCAT \(South County Area Transit\)](#)

Templeton

[TTS \(Templeton Taxi Service, Templeton Community Services District\)](#)

San Mateo County

Airport Ground Transportation

[SFIA \(San Francisco International Airport\)](#)



Burlingame

[BS \(Burlingame Shuttle\)](#)

Daly City

[Alliance Shuttles \(Peninsula Traffic Congestion Relief Alliance\)](#)

Foster City

[FCSS \(City of Foster City Sunshine Shuttle\)](#)

Oakland

[BART \(San Francisco Bay Area Rapid Transit District\)](#)

San Carlos

TRANSIT AGENCIES

[Caltrain \(Peninsula Corridor Joint Powers Board, PCJPB\)](#)

[SCOOT \(San Carlos Optimum Operational Transit\)](#)

[SamTrans \(San Mateo County Transit District\)](#)

OTHER SITES

[SMCTA \(San Mateo County Transportation Authority\)](#)

San Mateo

[Free Shuttle \(San Mateo Caltrain Connector\)](#)

South San Francisco

[Downtown Dasher \(DD\)](#)

Santa Barbara County

Chumash

[Chumash Casino by Shuttle Bus](#)

Cuyama CVT (Cuyama Valley Transit)

Guadalupe [City of Guadalupe \(Guadalupe Flyer & Shuttle\)](#)

Lompoc

[The Breeze Bus](#)

[Clean Air Express](#)

[COLT \(City of Lompoc Transit\)](#)

Santa Barbara

TRANSIT AGENCIES

[CAE \(Clean Air Express\)](#)

[ELT \(Easy Lift Transportation\)](#)

[MTD \(Santa Barbara Metropolitan Transit District\)](#)

OTHER SITES

[COAST \(Coalition for Sustainable Transportation\)](#)

Santa Maria

SMVS (Santa Barbara County Santa Maria-Vandenberg Service)

[SMAT \(Santa Maria Area Transit\)](#)

[Smooth \(Los Alamos Shuttle\)](#)

Solvang

[SYVT \(Santa Ynez Valley Transit\)](#)

[Valley Express](#)

Santa Clara County

Airport Ground Transportation

SJIA (Norman Y. Mineta San Jose International Airport)

Aptos

EC (Executive Commute)

Menlo Park

MPS (City of Menlo Park Shuttles)

Milpitas

MPRT (Sustainable Habitat Milpitas Personal Rapid Transit)

Mountain View

VTARU (Santa Clara VTA Riders Union)

Oakland

CCJPA (Capitol Corridor Joint Powers Authority) (intercity)

Palo Alto

DE (Dumbarton Express)

BRA (BayRail Alliance)

San Carlos

Caltrain (Peninsula Corridor Joint Powers Board, PCJPB)

San Jose

LARGE TRANSIT AGENCIES

VTA (Santa Clara Valley Transportation Authority)

OTHER TRANSIT AGENCIES

O&E (Outreach and Escort)

OTHER SITES

CTRC (California Trolley and Railroad Corporation)

MTS (Modern Transit Society)

SJRA (San Jose Redevelopment Agency)

Santa Clara

BEE (Silicon Valley Power Breathe Easy Express)

Stanford

SUMS (Stanford University Marguerite Shuttle)

Stockton

ACE (Altamont Commuter Express, San Joaquin Regional Rail Commission)

Santa Cruz County

Santa Cruz

TRANSIT AGENCIES

Metro (Santa Cruz Metropolitan Transit District)

OTHER SITES

SCCRTC (Santa Cruz County Regional Transportation Commission)

SCWR (Santa Cruz Walk and Roll Transportation Discussion Lists and Library)

The Metro Riders Union / La Union de Los Pasajeros

Watsonville

SCMTD (Santa Cruz Metropolitan Transit District)

City of Watsonville

Shasta County

Redding

RABA (Redding Area Bus Authority)

Sierra County

Downieville

SCLTC (Sierra County Local Transportation Commission)

Siskiyou County

Yreka

STAGE (Siskiyou Transit & General Express)

YSP (City of Yreka Senior Program)

Solano County

Benicia

Benicia Breeze (Benicia Transit)

Dixon

RRTS (Readi-Ride Transit Service)

Fairfield

FSTS (Fairfield-Suisun Transit System)

Napa

TRANSIT AGENCIES

VINE

OTHER SITES

NSPFRS (Napa/Solano Passenger/Freight Rail Study)

Rio Vista *RVT (Rio Vista Transit)* Suisun City *STA (Solano Transportation Authority)*

Vacaville

City Coach (City of Vacaville)

Vallejo

VBF (Vallejo Baylink Ferry)

VT (Vallejo Transit)

Sonoma County

Cloverdale

CT (Cloverdale Transit)

Healdsburg

HICT (Healdsburg In-City Transit)

Novato

SMART (Sonoma-Marin Area Rail Transit Rail District)

Petaluma

PT (City of Petaluma Transit)

San Francisco

GGT (Golden Gate Bridge, Highway and Transportation District)



Santa Rosa

TRANSIT AGENCIES

[SRCB \(Santa Rosa CityBus\)](#)

[SCT \(Sonoma County Transit\)](#)

OTHER SITES

[SCTLC \(Sonoma County Transportation and Land Use Coalition\)](#)

Sonoma [VMCC \(Valley of the Moon Commute Club\)](#)

Stanislaus County

Ceres

[CAT \(Ceres Area Transit, Dial-a-Ride\)](#)

Modesto

[MAX \(Modesto Area Express\)](#)

[START \(Stanislaus Regional Transit\)](#)

Newman

[PDAR \(City of Newman Dial-a-Ride\)](#)

Patterson

[PDAR \(City of Patterson Dial-a-Ride\)](#)

Riverbank

[ROTA \(Riverbank-Oakdale Transit Authority\)](#)

Turlock

[BLAST \(Turlock Transit Lines, Bus Line Service of Turlock, Dial-a-Ride of Turlock\)](#)

Waterford

[WDAR \(City of Waterford Dial-a-Ride\)](#)

[Sutter County](#)

Yuba City

[YSTA \(Yuba-Sutter Transit Authority\)](#)

[Tehama County](#)

Gerber

[TRAX \(Tehama County Transit Agency Board, Tehama Rural Area Express, ParaTRAX\)](#)

[Trinity County](#)

Weaverville

[TCTC \(Trinity County Transportation Commission\)](#)

[Tulare County](#)

Porterville

COLT (City Operated Local Transit)

[Porterville Transit](#)

Tulare

[Tulare County Area Transit \(TCaT\)](#)

[TTE \(City of Tulare Transit Express\)](#)

Visalia

[City of Visalia's Transit Division](#)

[Dial-A-Ride](#)

[Sequoia Shuttle](#)



Visalia City Coach
Visalia Towne Trolley

Tuolumne County

Jamestown

TCT (Tuolumne County Transit)

Ventura County

Camarillo

CAT (Camarillo Area Transit)

Los Angeles

Metrolink (Southern California Regional Rail Authority, SCRR)

Moorpark

MCB (Moorpark City Bus)

Ojai

OT (Ojai Trolley)

Oxnard

OHBDAR (City of Oxnard Harbor & Beaches Dial-a-Ride)

SCAT (South Coast Area Transit)

Simi Valley

SVT (Simi Valley Transit)

Thousand Oaks

TOT (Thousand Oaks Transit)

Ventura

VCTC (Ventura County Transportation Commission)

VISTA (Ventura Intercity Service Transit Authority)

Yolo County

Davis

DCT (Davis Community Transit)

Unitrans (University Transport System, UTS)

Woodland

YCTD (Yolo County Transportation District, Yolobus)

Yuba County

Yuba City YSTA (Yuba-Sutter Transit Authority)

RAIL (listed by area) Statewide-

Intercity

TRANSIT AGENCIES

AC (Amtrak California) (joint CA DOT-Amtrak site)

CCJPA (Capitol Corridor Joint Powers Authority)

OTHER SITES

CHSRA (California High-Speed Rail Authority)

RPAC (Rail Passenger Association of California)

SWC (Southwest Rail Corridor Coalition)

TRAC (Train Riders Association of California)

Umunum (Umunum Chapter of Citizens for Personal Rapid Transportation)
Fresno FAST (Fresno Area Sky Train)

Los Angeles-Orange County

TRANSIT AGENCIES

Metro (Los Angeles County Metropolitan Transportation Authority)
WRC (Port of Los Angeles Waterfront Red Car Line)
Metrolink (Southern California Regional Rail Authority, SCRRA)

OTHER SITES

F4ET (Friends 4 Expo Transit)
F4RL (Friends of the Metro Red Line)
LARCC (Los Angeles Red Car Concept)
MGLCA (Metro Gold Line Construction Authority)
MSL (Metro Silver Line)
OCTA (Orange County Transportation Authority)
RAOC (Rail Advocates of Orange County)

Sacramento

TRANSIT AGENCIES

SRTD (Sacramento Regional Transit District)

OTHER SITES

FOLR (Friends of Light Rail)

San Diego

TRANSIT AGENCIES

NCTD (North County Transit District, Coaster)
SDT (San Diego Trolley)

OTHER SITES

NPMSSP (North Park Main Street Streetcar Project)

San Francisco-Oakland

TRANSIT AGENCIES

ACE (Altamont Commuter Express)
MSR (Market Street Railway)
Caltrain (Peninsula Corridor Joint Powers Board, PCJPB)
BART (San Francisco Bay Area Rapid Transit District)
Muni (San Francisco Municipal Transportation Agency, San Francisco Municipal Railway, SFMTA)

OTHER SITES

BRA (BayRail Alliance)
NSPFRS (Napa/Solano Passenger/Freight Rail Study)
CCM (San Francisco Cable Car Museum)
SMART (Sonoma-Marín Area Rail Transit Rail District)

San Jose

TRANSIT AGENCIES

ACE (Altamont Commuter Express)
Caltrain (Peninsula Corridor Joint Powers Board, PCJPB)
VTA (Santa Clara Valley Transportation Authority)



OTHER SITES

[BRA \(BayRail Alliance\)](#)

[CTRC \(California Trolley and Railroad Corporation\)](#)

[MPRT \(Sustainable Habitat Milpitas Personal Rapid Transit\)](#)

FERRY (listed by area)

Los Angeles-Orange County

[BIF \(Balboa Island Ferry\)](#)

[CE \(Catalina Express\)](#)

[LBT \(Long Beach Transit\)](#)

San Diego

[Bay Ferry \(San Diego Harbor Excursion\)](#)

[The Wave](#)

San Francisco-Oakland

TRANSIT AGENCIES

[AOFS \(Alameda/Oakland Ferry Service\)](#)

[AITFC \(Angel Island-Tiburon Ferry Company\)](#)

[BGF \(Blue and Gold Fleet\)](#)

[GGT \(Golden Gate Bridge, Highway and Transportation District\)](#)

[HBF \(Harbor Bay Ferry\)](#)

[VBF \(Vallejo Baylink Ferry\)](#)

OTHER SITES

[BAWTI \(Bay Area Water Transit Initiative\)](#)

[SFBC \(San Francisco Bay Crossings\)](#)

[WTA \(San Francisco Bay Area Water Transit Authority\)](#)

STATEWIDE, INTERCITY, & REGIONAL Statewide

[C511 \(California 511 Traveler Information Number\)](#)

[CAATS \(California Alliance for Advanced Transportation Systems\)](#)

[CalACT \(California Association for Coordinated Transportation\)](#)

[CCO \(California Commuters Online\)](#)

[Caltrans \(California Department of Transportation\)](#)

[CFCP \(California Fuel Cell Partnership\)](#)

[CNGVC \(California Natural Gas Vehicle Coalition\)](#)

[CPUC \(California Public Utilities Commission\)](#)

[CTA \(California Transit Association\)](#)

[CTL \(California Transit Links\)](#)

[Odyssey](#)

Intercity

[Americanos USA](#)

[Amtrak](#)

[AC \(Amtrak California\) \(joint CA DOT-Amtrak site\)](#)

[CCJPA \(Capitol Corridor Joint Powers Authority\)](#)

[Greyhound \(Greyhound Lines\)](#)

[OBS \(Orange Belt Trailways, Orange Belt Stages\)](#)

[Sacramento Connection \(Airport Transportation Service\)](#)

SOAT (Spirit of America Tours)

TIT (Transportes Intercalifornia Trailways)

Regional

MTC (Metropolitan Transportation Commission)

Transit 511 (Transit.511.org)

Source of information:

“California Transit Links.” American Public Transit Association, 2009. Accessed October 27, 2009

<<http://www.apta.com/resources/links/unitedstates/Pages/CaliforniaTransitLinks.asp>>

Appendix 8—Acronyms

1. Statewide FTA Grants:
 - a. Section 5310—Specialized Transit;
 - b. Section 5311—Rural and Small Transit;
 - c. Section 5316—Job Access Reverse Commute (JARC); and
 - d. Section 5317—New Freedom.
2. Rural Transit Assistance Program (RTAP)
3. Americans with Disabilities Act (ADA)
4. California Transportation Commission (CTC)
5. Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
6. American Recovery and Reinvestment Act of 2009 (ARRA or Recovery Act)
7. National Transit Database (NTD)
8. Job Access & Reverse Commute (JARC)
9. Disadvantage Business Enterprise (DBE)
10. Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)
11. Transportation Development Act (TDA)
12. State Transportation Improvement Program (STIP)
13. Agricultural Worker Transportation Program (AWTP)
14. Transportation Congestion Relief Program bond (TCRP)
15. State-Local Partnership Program (SLPP)
16. Bus Rapid Transit (BRT)
17. Metropolitan Planning Organization (MPO)
18. Regional Transportation Planning Agency (RTPA)

Appendix 9—Useful DMT – Related Websites

1. Transit Funding Manual

<http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STATE-Fund-Manual.pdf>

2. Transit Funding Handbook

<http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STATE-Fund-Manual.pdf>

3. Transit Oriented Development (TOD) Study Executive Summary

<http://www.dot.ca.gov/hq/MassTrans/TOD/study-exec-summary.pdf>

4. Transit Oriented Development (TOD) Compendium

<http://www.dot.ca.gov/hq/MassTrans/TOD/compendium.pdf>

5. American Public Transportation Association (APTA) Website

<http://www.apta.com>

6. California Transit Association (CTA) Website

<http://www.caltransit.org/>

7. California Association for Coordinated Transportation (CalACT) Website

<http://www.calact.org/>

8. Federal Transit Administration (FTA) Website

<http://www.fta.dot.gov/>

9. State Departments of Transportation

<http://www.dot.ca.gov/hq/MassTrans/Transit-Info-State-Dots.htm>

10. U.S. Department of Transportation

<http://www.dot.gov/index.html>

11. Transit Development Act (TDA) Guidebook 2009

<http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/TDA4-7-2009.pdf>

12. DMT State Management Plan (Section 5311, FTA Non-urbanized Area Formula Program)



<http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/SMP%20Sept2007.doc>

13. Transit Providers in the Sacramento Region

http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/transitfair2008_regional.pdf

14. DMT Contact List

<http://www.dot.ca.gov/hq/MassTrans/DMTContact.htm>

15. American Public Transportation Association (APTA) Greenhouse Gas Brochure

http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/apta.ghg_brochure.pdf

16. Caltrans Organization Chart

<http://www.dot.ca.gov/orgchart/departmentalorgchart.pdf>

17. Caltrans District Map

<http://www.dot.ca.gov/localoffice.htm>

18. Caltrans Employee Email Address Search

<http://www.dot.ca.gov/cgi-bin/addrbook.pl>

19. California Transportation Plan (CTP)

<http://www.dot.ca.gov/hq/tpp/offices/osp/ctp.html>

20. California MPO/RTPA Statewide Map

http://www.dot.ca.gov/hq/tpp/offices/orip/index_files/p4.pdf

21. Personnel Contacts for California MPOs/RTPAs

http://www.dot.ca.gov/hq/tpp/offices/orip/index_files/MPOs_&_RTPA_Contact_List.xls

22. Regional Planning Handbook

http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index_files/RPH.pdf

23. California Transportation Commission (CTC) Website

<http://www.catc.ca.gov/>

Appendix 10—Consolidated Transportation Services Agency (CTSA)

Under California Government Code, Section 15975 (commonly referred to as AB 120) that was passed in 1979, the transportation planning agencies and the county transportation commissions shall meet the following requirements:

- Prepare and adopt an action plan that describes in detail the steps required to accomplish the consolidation of social service transportation services
- Designate a CTSA to implement the Action Plan within the geographic jurisdiction of the transportation planning agency or county transportation commission
- Identify the social service recipients to be served and funds available for use by the consolidated or coordinated services
- Establish measures to coordinate the services with fixed route service provided by public and private transportation providers
- Establish measures to insure that the objectives of the action plan are consistent with the legislative intent declared in Section 15951

With the passage of Senate Bill 826 in 1988, AB 120 was amended to establish the following:

- Measures for the effective coordination of specialized transportation service from one provider service area to another
- Requires transportation planning agencies and county transportation commissions to update their social services transportation inventory every four years and update their action plan every two years

The Role of a CTSA

CTSAs are designated by regional transportation planning agencies, or local transportation commissions. The designated facilitator is responsible for developing and implementing regional coordination of social service transportation to seniors, persons with disabilities, the young, and the low-income disadvantaged.

CTSA Contact List

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**CONSOLIDATED TRANSPORTATION SERVICES AGENCIES (CTSA)
MASS TRANSPORTATION PROGRAM**

Dist	Agency Name	Agency Address	Phone	County	Contact Name	Email Address
1	Del Norte Assoc. for Developmental Services	P.O. Box 1025, Crescent City, CA 95531	(707) 464-8338	Del Norte	Jackie Peel	coastlinednads@charterinternet.com
1	Humboldt Community Access and Resource Center	1707 E. Street #2, Eureka, CA 95501	(707) 443-7077	Humboldt	Susan Driscoll	hcar@hcar.us
1	Lake Transit Authority	9240 Highway 53, Lower Lake, CA 95457	(707) 263-7868	Lake	Mark Wall	mark@markwall.com
1	Mendocino Transit Authority	241 Plant Road, Ukiah 95482	(707) 462-5765	Mendocino	Bruce Richard	bruce@4mta.org
2	Indian Elders Council, Inc.	1700 Sunkist Drive, Susanville 96130	(530) 257-2113	Lassen	Arlene Friend	n/a
2	Lassen Senior Services	1700 Sunkist Drive, Susanville 96130	(530) 257-2113	Lassen	Arlene Friend	cat42@citlink.net
2	Modoc Transportation Agency	P.O. Box 999, Alturas 96101-3519	(530) 233-6422	Modoc	Pam Couch	pamcouch@frontiernet.net
2	Plumas County Board of Supervisors	520 Main Street, Rm 309, Quincy 95971-9366	(530) 283-6170	Plumas	Martin Byrnie	n/a
2	Shasta Senior Nutrition Program, Inc.	100 Mercy Oaks Drive, Redding 96019	(530) 226-3062	Shasta	Lisa White	n/a
2	Siskiyou County Board of Supervisors	510 N. Main St., Yreka 96097	(530) 824-8295	Siskiyou	n/a	n/a
2	Tehama County Transportation Commission	9380 San Benito Avenue, Garber 96035-9702	(530) 385-1462, x 3017	Tehama	Barbara O'Keefe	barbara@pobox.tco.net
2	Trinity County Board of Supervisors	P.O. Box 1630, Weaverville 96093-2819	(530) 623-8375	Trinity	n/a	n/a
3	County of Nevada	950 Maidu Avenue, Nevada City 95959-8617	(530) 477-7847	Nevada	Susan Healy-Harman	susan.healy-harman@co.nevada.ca.us
3	El Dorado County Transit Authority	6565 Commerce Way, Diamond Springs 95619	(530) 642-5383	El Dorado	Mindy Jackson	mjackson@co.el-dorado.ca.us
3	Glenn County Transportation Agency	777 North Colusa Street, Willows 95988-2298	(530) 934-6540	Glenn	Peggy White	pwhite@countyofoleenn.net
3	Yuba-Sutter Transit Authority	2100 B Street, Marysville, 95901	(530) 634-6880	Yuba	Keith Martin	keith_martin@sbcglobal.net
3	Placer County Dept. of Public Works	3091 County Center Drive, Suite 220, Auburn 95603	(530) 745-7582	Placer	Will Garner	wgarner@placer.ca.gov
3	Yolo County Transportation district	350 Industrial Way, Woodland CA 95776	(530) 661-0816	Yolo	Terry Bassett	tbassett@vcfd.org
3	Sacramento Area Council of Governments	1415 L Street, Suite 300, Sacramento 95614	(916) 321-9000	Sacramento	Jim Brown	jbrown@sacog.org
3	Sierra County Local Transportation Commission	101 Court House Square, Downieville, 95936	(530) 289-3201	Sierra	Tim Beals	tbeals@sierracounty.ws



CONSOLIDATED TRANSPORTATION SERVICES AGENCIES (CTSA) MASS TRANSPORTATION PROGRAM

Dist	Agency Name	Agency Address	Phone	County	Contact Name	Email Address
3	Sacramento County Dept. of Transportation	906 G Street, Suite 510, Sacramento 95814	(916) 874-3926	Sacramento	Dan Klinker	klinkerd@saccounty.net
4	Napa County Transportation Planning Agency	1804 Soscol Ave, Suite 200, Napa 94559-1346	(707) 259-8779	Napa	Deborah Brunner	dbrunner@ndtpa.net
4	Outreach and Escort, Inc	926 Rock Ave, Suite 10, San Jose, CA 95131	(408) 436-2865	Santa Clara	Kathryn Heatley	katieh@outreach1.org
5	Community Bridges/Food & Nutrition Serv, Inc.	236 Santa Cruz Avenue, Aptos 95003	(831) 688-8840, x 201	Santa Cruz	Sam Storey	sams@cbridges.org
5	Easy Lift Transportation Inc, CTSA	53 Cass Place, Suite D, Goleta 93117	(805) 681-1417	Santa Barbara	Jerry Davis	n/a
5	Monterey-Salinas Transit	One Ryan Ranch Road, Monterey 93940	(831) 393-8108	Monterey	David Sobolka	dsobolka@mstl.org
5	San Benito County Local Transportation Authority	3216 Southside Road, Hollister 95023	(831) 637-7665	San Benito	Mary Dinkuhn	n/a
5	Transportation Agency for Monterey County	55B Plaza Circle, Salinas 93901-2902	(831) 775-4412	Monterey	n/a	n/a
5	United Cerebral Palsy of San Luis Obispo	3620 Sacramento Drive, Suite 201-B, San Luis Obispo 93401	(805) 541-8751	San Luis Obispo	Mark Shaffer	mark@ride-on.org
6	Fresno County EOC	3120 West Nielsen, Suite 101, Fresno 93706	(559) 266-3663	Fresno	Gary Joseph	gary.joseph@fresnoeoc.org
6	Fresno County Rural Transit Agency	2035 Tulare Street, Suite 201, Fresno 93721	(559) 233-4148	Fresno	Gary Joseph	gary.joseph@fresnoeoc.org
6	Madera County Transportation Commission	2001 Howard Road, Suite 201, Madera 93637-51	559-675-0721	Madera	Patricia Taylor-Maley	patricia@maderactc.org
6	North Bakersfield Recreation & Parks District	115 E. Roberts Lane, Bakersfield 93308	(661) 392-2035	Kern	Judy Andray	n/a
6	Tulare County Association of Governments	5961 South Mooney Blvd, Visalia 93277-9394	(559) 733-6291	Tulare	Marvin Demmers	mdemmers@co.tulare.ca.us
7	Access Services, Incorporated	P.O. Box 71684, Los Angeles 90071	(213) 270-6080	Los Angeles	Geetu Roy	Roy@asila.org
7	Ventura County Transportation Commission	950 County Square Dr, Su 207, Ventura 93003	(805) 642-1591, x 106	Ventura	Peter DeHaan	pdehaan@govventura.org
8	Riverside Transit Agency	1825 Third Street, Riverside 92501	(951) 565-5168	Riverside	Mark Stanley	mstanley@riversidetransit.com
8	Sunline Transit Agency	32505 Harry Oliver Trail, Thousand Palms 92276	(760) 343-3456, x119	Riverside	Eunice Lovi	elovi@sunline.org
8	San Bernardino Associated of Governments	1170 W. Third St., 2nd Floor, San Bernardino, 92410-1715	(909) 884-8276	San Bernardino	Beth Kranda	bkranda@sanbag.ca.gov
9	Mono County Board of Supervisors	P.O. Box 237, Bridgeport CA, 93517	(760) 932-5538	Mono	Lynda Roberts,	n/a



CONSOLIDATED TRANSPORTATION SERVICES AGENCIES (CTSA) MASS TRANSPORTATION PROGRAM

Dist	Agency Name	Agency Address	Phone	County	Contact Name	Email Address
9	Eastern Sierra Transit Authority	703 Airport Road, P.O. Box 1357, Bishop 93515	(760) 872-1901	Inyo	John Helm	jhelm@estransit.org
10	Amador Regional Transit System	11400-B American Legion Drive, Jackson 95642	(209) 223-2877	Amador	Pat Ireland	ARTS@Amadortransit.com
10	Merced County Transit	715 Martin Luther King Jr. Way, Merced 95340-6041	(209) 385-7600	Merced	Larry Shankland	lshankland@co.merced.ca.us
10	Tuolumne County Board of Supervisors	2 South Green Street, Sonora 95370	(209) 533-5601	Tuolumne	Peter Rei	prei@co.tuolumne.ca.us
10	Stanislaus Council of Governments	900 H Street, Suite D, Modesto 95354	(209) 525-4635	Stanislaus	Lark Downs	larkdowns@stancoq.org
11	Full Access & Coordinated Transportation, Inc.	810 Mission Avenue, OceanSide 92054	(760) 967-4197	San Diego	Alane Haynes	ahaynes@nctdd.org
11	Imperial County Department of Public Works San Diego Imperial Counties Chapter of American	155 S. Eleventh Street, El Centro 92243-2853	(760) 482-4462	Imperial	Kathy Williams	icpw@imperialcounty.net
11	Red Cross	3950 Calle Fortunada, San Deigo 92123	(858) 309-1240 (714) 560-6282/ (714)	San Diego	Vicki Holland/ Lawrence Gary	Vicki.holland@sdcarc.org lawrence.gary@sdcarc.org
12	Orange County Transportation Authority	P.O. Box 14184, Orange 92863-1584	560-5718	Orange	Dana Wiemiller	dwiemiller@octa.net

Appendix 11—Director’s Policies and Deputy Directives

The following Director’s Policies and Deputy Directives can be found in this section:

Director’s Policies

- DP-05: Multimodal Alternatives Analysis
- DP-06: Caltans’ Partnerships
- DP-08: Freeway System Management
- DP-22: Context Sensitive Solutions
- DP-23-R1: Energy Efficiency, Conservation, and Climate Change
- DP-25: Best Practices
- DP-27: Bus Rapid Transit Implementation Support

Deputy Directives

- DD-21-R2: Real Property Retention Review
- DD-23-R1: Roles and Responsibilities for Development of Projects on the State Highway System
- DD-25-R1: Local Development – Intergovernmental Review
 - DD-25-R1 Attachment A, B, and C
- DD-43: High Occupancy Vehicle (HOV) Systems
- DD-64-R1: Complete Streets – Integrating the Transportation System
- DD-83: Project: Purpose and Need
- DD-98: Integrating Bus Rapid Transit into State Facilities



DIRECTOR'S POLICY

Number: DP-05

Effective Date: 12-30-92

Supersedes: NEW

Title: Multimodal Alternatives Analysis

POLICY

Caltrans promotes long-range transportation plans, corridor studies and project studies based on early and objective multimodal alternatives analysis. Caltrans produces, in partnership with others, intermodal transportation services which balance mobility, cost, equity and environmental concerns. These transportation services may be developed and implemented by Caltrans alone or with other appropriate jurisdictions.

INTENDED RESULTS

The intent of this Policy is improved mobility options for the people of California; a new strengthened or expanded relationship with the Department's partners; and early resolution of issues leading to mutually acceptable solutions and a subsequent reduction in project delay and uncertainties. Wiser investments and more cost-effective, viable and achievable options to California's transportation needs are expected.

This Policy is necessary to accomplish both the intent and the requirements of new Federal mandates included in the Intermodal Surface Transportation Efficiency Act (ISTEA), Clean Air Act and the Energy Act.

RESPONSIBILITIES

- Caltrans management: ensures development and maintenance of an ongoing working relationship and an open decision making process where resources are shared by the public and private sector to achieve common products, recognizing that no single entity can develop and provide an effective, integrated statewide transportation system without the consent and help of others; and encourages the development and implementation of transportation services at the lowest possible level of government to ensure direct provision of mobility to the public but, at a level high enough to reflect the group of users and to ensure integrated and interconnected services.
- Deputy and District Directors promote this approach by exhibiting leadership by example in Department activities. In addition, they facilitate or actively advocate this approach with the Department's partners and require similar early and objective multimodal alternatives analysis as a prerequisite for funding approval.

- The Deputy Director for Transportation Planning develops the guidelines for a multimodal alternative analysis. The analysis evaluates the anticipated demand for movement of people, goods, services and information; estimates the full and long-term costs of proposals and assesses the potential of the alternatives for impacts on society and the environment; is factual, uninfluenced by emotion, surmise or institutional or personal prejudices; considers public input before any action is taken on specific solutions; and includes creation of alternatives and combinations of solutions that inherently address and accommodate issues related to land use, air quality, energy, local/regional economy and equity.
- The Deputy Director for Transportation Engineering prepares process guidelines that ensure multimodal alternative analyses are performed.

APPLICABILITY

This policy is applicable in all areas and functions of Caltrans and to Caltrans' partners and their plans, projects and services.

Original signed by
JAMES W. VAN LOBEN SELS,
Director

DIRECTOR'S POLICY

Number: DP-06

Effective Date: 12-30-92

Supercedes: NEW

Title: Caltrans' Partnerships

POLICY

Caltrans provides the environment and leadership to ensure full partnerships among internal functions and public and private organizations.

Caltrans' internal functional units work together to better serve the Department's clients. Caltrans is responsive to the needs of its partners, responds in a timely manner, requires feedback and closure, internally and from its partners, and jointly seeks innovative solutions to the State's transportation problems.

INTENDED RESULTS

The intent of this Policy is that Caltrans develops productive transportation partnerships with Federal, State and local agencies; and public and private organizations. Partnerships enable the Department and its partners to identify and meet mutual goals, minimize jurisdictional issues, build public confidence, maintain a tradition of professionalism, provide for flexible and timely use of multiple funding sources, and improve pro-program delivery.

RESPONSIBILITIES

- Caltrans Management is responsive to the needs of its partners by actively listening and responding in a timely manner to their concerns and works with all partners to seek creative and innovative solutions to the State's transportation problems.
- Deputy Directors and District Directors: develop relationships with Caltrans' partners based on mutual trust and respect, fairness, honesty and truthfulness; and implement this Policy by actively building teams across jurisdictions and disciplines, from both management and rank-and-file employees, including development of partnership teams utilizing rotations and cross training to increase awareness and understanding.
- Managers and Supervisors actively participate to help the Department achieve productive partnerships. Managers take risks, are flexible, and openly and objectively consider alternative interests and concerns.

- Employees - Partnerships are the responsibility of all employees. The use of this partnership approach is a consistent practice in relations with clients, partners, and among functional units.

APPLICABILITY

All Caltrans employees.

Original signed by

JAMES W. VAN LOBEN SELS

Director

DIRECTOR'S POLICY

Number: DP-08

Effective Date: 12-30-92

Supercedes: NEW

Title: Freeway System Management

POLICY

Caltrans manages the freeway system to maximize the public's return on investment in California's transportation infrastructure while at the same time minimizing the system's impacts on the environment.

The freeway system is a major element of a total transportation system, and represents a considerable investment of public resources. It is essential that the freeway system, both urban and rural, be managed to realize its full potential. Caltrans, with its partners, employs management strategies that maximize the capacity to move people, goods and information through the freeway system by the most safe and efficient methods.

INTENDED RESULTS

The intent of this Policy is to emphasize that an efficient freeway system is essential to California's economy. The Department strives to preserve and manage the freeway system more wisely, safely and effectively to maximize the public's investment while minimizing the adverse impact to the environment.

RESPONSIBILITIES

- The Deputy Director for Transportation Management ensures the Department's participation in testing, deploying and expanding technology and ideas to manage the freeway system; and coordinates the development of transportation improvements such as High Occupancy Vehicle (HOV) lanes, HOV bypass lanes, ramp meters, etc., to fully utilize the existing infrastructure.
- The Deputy Director for Rail and Transit develops mass transportation improvements such as intermodal transit facilities to fully utilize the freeway networks as part of an overall regional transportation system.
- The District Directors: in coordination with other jurisdictions' facilities, establish transportation management centers in their Districts and staff the centers with traffic management teams; and in coordination with the California Highway Patrol and local and regional authorities, employ freeway service patrols, call boxes and electronic monitoring and information systems in servicing the freeway system.

- The Chief, Division of Traffic Operations: develops policies, guidelines and standards for traffic management systems; acts as functional management liaison for traffic engineering and operational work progress in Districts; and provides technical assistance on traffic management subjects.

APPLICABILITY

All Caltrans employees.

Original Signed By

JAMES W. VAN LOBEN SELS,
Director

Design publication, and the American Association of State Highway Transportation Officials' *A Policy on Geometric Design of Highways and Streets* all share a philosophy that explicitly allows flexibility in applying design standards and approving exceptions to design standards where validated by applying sound engineering judgment. This design philosophy seeks transportation solutions that improve mobility and safety while complementing and enhancing community values and objectives.

RESPONSIBILITIES

Director:

- Creates an environment in which innovative actions, such as context sensitive solutions, can flourish.
- Recognizes and highlights individuals, teams, and projects that advance the goals of this policy.
- Encourages staff to conduct and participate in meetings and conferences to expand the knowledge of context sensitive solutions internally and externally.

Chief Counsel: Evaluates and provides opinions on legal issues associated with context sensitive solutions.

Deputy Director, Maintenance and Operations; Chiefs, Divisions of Traffic Operations and Maintenance:

- Support context sensitive solutions in the maintenance and operation of transportation facilities.
- Revise manuals and procedure documents to facilitate the application of context sensitive solutions.
- Initiate and coordinate research to enable context sensitive solutions.

Chief, Division of New Technology and Research:

- Conducts research and develops and improves techniques and materials to enable context sensitive solutions.
- Revises manuals and procedure documents to facilitate the application of context sensitive solutions.

Chief Engineer (Deputy Director, Project Delivery):

- Supports context sensitive solutions in the design and construction of transportation facilities.
- Encourages innovation and flexibility in design.
- Ensures projects are well coordinated to support the application of context sensitive solutions through the life of projects.

DIRECTOR'S POLICY

Number: DP-22

Effective Date: 11-29-01

Supercedes: NEW

Title: Context Sensitive Solutions

POLICY

The Department uses "Context Sensitive Solutions" as an approach to plan, design, construct, maintain, and operate its transportation system. These solutions use innovative and inclusive approaches that integrate and balance community, aesthetic, historic, and environmental values with transportation safety, maintenance, and performance goals. Context sensitive solutions are reached through a collaborative, interdisciplinary approach involving all stakeholders.

The context of all projects and activities is a key factor in reaching decisions. It is considered for all State transportation and support facilities when defining, developing, and evaluating options. When considering the context, issues such as funding feasibility, maintenance feasibility, traffic demand, impact on alternate routes, impact on safety, and relevant laws, rules, and regulations must be addressed.

INTENDED RESULTS

In towns and cities across California, the State highway may be the only through street or may function as a local street. These communities desire that their main street be an economic, social, and cultural asset as well as provide for the safe and efficient movement of people and goods. In urban areas, communities want transportation projects to provide opportunities for enhanced non-motorized travel and visual quality. In natural areas, projects can fit aesthetically into the surroundings by including contour grading, aesthetic bridge railings, and special architectural and structural elements. Addressing these needs will assure that transportation solutions meet more than transportation objectives.

The Department can be proud of the many contributions it has made to improve highways that are main streets and the aesthetics of its highways and structures; however, there is a strongly expressed desire across California for this concept to be the norm.

Context sensitive solutions meet transportation goals in harmony with community goals and natural environments. They require careful, imaginative, and early planning, and continuous community involvement.

The Department's *Highway Design Manual*, *Federal Highway Administration* (FHWA) regulations, FHWA's *Flexibility in Highway*

Chief, Division of Engineering Services:

- Conducts research and develops and improves techniques and materials to enable context sensitive solutions.
- Trains staff in the application of context sensitive solutions.
- Revises manuals and procedure documents to facilitate the application of context sensitive solutions.

Chief, Division of Project Management: Ensures resources are distributed to enable implementation of context sensitive approaches.

Chiefs, Divisions of Right of Way and Construction:

- Train staff in the application of context sensitive solutions.
- Revise manuals and procedure documents to facilitate the application of context sensitive solutions.

Chief, Division of Design:

- Works in cooperation with district and other functional units to develop guidance on design flexibility.
- Identifies good examples of the application of context sensitive solutions to share with departmental and local agency staff.
- Initiates and coordinates research to enable context sensitive solutions.
- Trains staff in the application of context sensitive solutions.
- Revises manuals and procedure documents to facilitate the application of context sensitive solutions.

Chief, Division of Environmental Analysis:

- Facilitates coordination with resource agencies to assure facilities and activities are in harmony with the surrounding environment.
- Ensures communities have the opportunity to be actively involved in the environmental stage of the project development process.
- Ensures context sensitive commitments are sustained, as warranted, as a project moves through the environmental approval process.
- Trains staff in the application of context sensitive solutions.
- Revises manuals and procedure documents to facilitate the application of context sensitive solutions.

Chief Financial Officer (Deputy Director, Finance); Chief, Division of Transportation Programming:

- Support the inclusion of context sensitive solutions when programming transportation projects.
- Communicate the importance of context sensitive solutions to the California Transportation Commission.
- Facilitate district development of funding partnerships for context sensitive solutions.

Deputy Director, Administration: Supports context sensitive solutions in the planning, design, construction, maintenance, and operation of offices, maintenance stations, and other departmental support facilities.

Deputy Director, Planning and Modal Programs: Supports context sensitive solutions in the planning of transportation programs and facilities.

Chief, Division of Local Assistance:

- Facilitates training of local agencies in the principles of context sensitive solutions.
- Trains staff in the application of context sensitive solutions.
- Revises manuals and procedure documents to facilitate the application of context sensitive solutions.

Chief, Division of Transportation Planning:

- Develops and maintains community planning guidance.
- Trains staff in the application of context sensitive solutions.
- Revises manuals and procedure documents to facilitate the application of context sensitive solutions.
- Works with regional transportation planning agencies, metropolitan transportation organizations, counties, cities, and the private sector to support and incorporate context sensitive solutions in planning, programming, and developing transportation facilities and services.

District Directors:

- Provide leadership in the application of context sensitive solutions in all planning, programming, project development, construction, maintenance, and operational activities of the district.
- Proactively ensure early and continuous involvement of stakeholders.
- Are responsive to requests by local communities, resource and other agencies, and the general public for context sensitive solutions.

- Assure that context sensitivity is applied to local and other projects within the State right-of-way.
- Train staff in the application of context sensitive solutions.

APPLICABILITY

All employees and others involved in the planning, development, construction, maintenance, and operation of State transportation and support facilities.

Original signed by
JEFF MORALES,
Director

11-29-01
Date Signed

Deputy Director for Administration:

- Ensures development and implementation of energy and resource conservation policies, strategies, and guidelines in planning, construction, and operation of applicable State facilities.
- Coordinates departmental internal resource conservation activities to ensure a consistent optimized program.

Deputy Director for Maintenance and Operations:

- Provides for energy efficient operation of the State Highway System, including implementation of demand management strategies.
- Promotes a cleaner, more energy efficient fleet.
- Promotes research, testing, and demonstration of clean, and energy efficient technologies.

Deputy Director for Project Delivery:

- Ensures development and implementation of energy and resource conservation measures in design and construction of transportation facilities.
- Ensures energy and climate change factors are considered in the environmental and air quality assessments and documents.

Chief, Division of Transportation Planning:

- Provides support for the Climate Action Program to promote and coordinate activities across programs on transportation energy, climate change, and GHG emissions reduction.
- Maintains educational and information program on transportation energy, climate change, and related environmental, financial, economic, and strategic security issues.

Chief, Division of Business, Facilities, and Security:

- Coordinates the design, reconstruction, construction, renovation, operation and maintenance of applicable State buildings to ensure energy, water, and material efficiency.
- Coordinates and implements "Caltrans Energy Management Plan Protocol."

Chief, Division of Equipment:

- Promotes clean, efficient fleet mix and equipment and use of efficient, low emission alternative fuel vehicles, including "fleet greening" initiative.

Chiefs, Divisions of Maintenance and Traffic Operations:

- Promote energy efficiency in State highway operations and maintenance, signs, area lighting, and fixed equipment.
- Ensure implementation of resource conservation strategies in planning, construction, and operation of applicable State facilities.

Director's Policy

Number: DP-23-R1
Effective Date: June 2007
Supersedes: DP-23
Dated (02-11-03)

TITLE Energy Efficiency, Conservation, and Climate Change

POLICY

The California Department of Transportation (Department) incorporates energy efficiency, conservation, and climate change measures into transportation planning, project development, design, operations, and maintenance of transportation facilities, fleets, buildings, and equipment to minimize use of fuel supplies and energy sources and reduce greenhouse gas (GHG) emissions.

The Department promotes fuel diversity and clean, low carbon fuel sources, fleet efficiency, and strong technology policy and market mechanisms to encourage innovations and lower fossil fuel consumption and emissions from transportation.

The Department implements multimodal strategies to reduce congestion and improve performance of transportation systems, operations, and facilities; promotes environmental stewardship; and maintains educational programs on energy efficiency, conservation, and climate change.

INTENDED RESULTS

The intent of this policy is to implement a comprehensive, long-term departmental energy policy, interagency collaboration, and a coordinated effort in energy and climate policy, planning, and implementation.

RESPONSIBILITIES

Director and Chief Deputy Director:

- Provide stewardship for energy efficiency, conservation, climate change and reduction of GHG emissions from transportation.
- Encourage staff and programs to expand the knowledge of transportation energy efficiency and climate change mitigation.

Deputy Director for Planning and Modal Programs:

- Oversees development, coordination, and implementation of the Department's Climate Action Program and GHG emissions reduction measures.
- Ensures consideration of transportation energy and climate strategies in the Strategic Growth Plan, transportation system planning, corridor planning, and statewide and regional planning and programming.
- Coordinates with external agencies on cross-agency policy framework, including the Climate Action Team.

Chiefs, Divisions of Rail, Mass Transportation, and Aeronautics:

- Encourage capital and operational investments needed to improve alternative modes and clean, energy efficient rail, transit, bus, and air transport systems where feasible.

Chief, Division of Environmental Analysis:

- Ensures incorporation of energy efficiency and climate change objectives and analyses in environmental decisions and documents.

Chief, Division of Budgets and Programming:

- Ensures that programming of transportation funds support energy efficiency, climate change, and conservation objectives.

Chief, Division of Construction:

- Works with industry and stakeholders on improving and increasing the use of cleaner, more energy efficient vehicles and equipment.

District Directors:

- Ensure district products and services are consistent with this policy.
- Work with local and regional planning agencies to maintain a coordinated effort for addressing energy and climate issues.

Department Management:

- Promotes energy efficiency and conservation practices and provides leadership in support of climate change and GHG emission reduction objectives.

APPLICABILITY

This policy applies to all departmental employees.



WILL KEMPTON
Director

6-6-07

Date Signed

Director's Policy

Number: DP-25

Effective Date: January 2007

Supersedes: NEW

TITLE Best Practices

POLICY

The California Department of Transportation (Department) investigates and implements best practices¹ in all its endeavors to improve delivery of products, projects, and services.

The Department shares and implements best practices throughout the Department, as appropriate, so that maximum benefits are realized.

The Department shares its best practices within the Department, and with transportation agencies globally, as well as locally.

The Department searches for best practices from transportation agencies around the world – as well as nationally, locally, and internally.

INTENDED RESULTS

By implementing best practices, the Department will continue to improve its performance.

It is the intent of this policy to create a supportive environment encouraging employee involvement in identifying and implementing best practices in all activities. It is also the intent of this policy to support the Department's participation in national activities.

In sharing its own best practices and searching for best practices used by transportation agencies around the world, the Department seeks to:

- Improve mobility across California.
- Build strategic partnerships within California, the United States, and globally.
- Emphasize leadership in transportation and the importance of excellence nationally.
- Acknowledge employee achievements.

1. Best practices are proven ways of conducting business efficiently, consistently, and effectively.

RESPONSIBILITIES

Director and Chief Deputy Director:

- Promote identification and implementation of best practices.
- Acknowledge individuals, teams, and projects utilizing best practices.
- Encourage staff to conduct and participate in meetings and conferences that expand the knowledge of best practices.

Deputy Directors, Division Chiefs, and District Directors:

- Promote best practices that exist in the Department and make information readily available to others.
- Link best practice efforts to the Department's mission, goals, strategic objectives, and performance measures.
- Allocate the Department's resources to support identifying, developing, implementing, and sharing best practices.
- Acknowledge individuals, teams, and projects utilizing best practices.

Chief, Division of Research and Innovation:

- Leads the Department's involvement in best practices by disseminating information to improve the Department's business practices.
- Identifies opportunities for Department employees to participate in national and international forums where best practices are presented and developed.
- Solicits needs for the identification of best practices research from divisions and districts within the Department.
- Works with national and international practitioners and researchers to identify best practices through the use of surveys.

Managers and Supervisors:

- Provide leadership in the identification, analysis, implementation of best practices, and needs for practical improvements within their spheres of operation and influence.
- Ensure staff receives training in the use of a newly adopted best practice.
- Acknowledge individuals and teams.
- Share successes Department-wide.

Employees:

- Seek out and apply best practices in their daily work.
- Share what works, does not work, and what lessons can be learned in their activities with the intent of identifying new opportunities to apply best practices.

APPLICABILITY

This policy applies to all departmental employees.



WILL KEMPTON
Director

1-17-07

Date Signed

Director's Policy

Number: DP-27

Effective Date: February 2007

Supersedes: NEW

TITLE Bus Rapid Transit Implementation Support

POLICY

The California Department of Transportation (Department) recognizes and supports the concept and implementation of Bus Rapid Transit (BRT) as a potentially cost-effective strategy to maximize people throughput (emphasizing the movement of people, not just vehicles), reduce traveler delay, increase capacity, and foster energy savings on the California State Highway System (SHS), as well as on conventional highways. The Department will work closely with local jurisdictions, regional transportation planning agencies, transit operators, and other stakeholders to plan, develop, implement, and advocate for BRT systems.

This policy is consistent with existing directives to reach context-sensitive solutions through a collaborative, interdisciplinary approach involving all stakeholders in the development of the transportation infrastructure. This policy supports the Department's goal of Mobility – Maximize transportation system performance and accessibility.

"BRT can best be described as a combination of facility, systems, and vehicle investments that convert conventional bus services into a fixed-facility transit service, greatly increasing their efficiency and effectiveness to the end user." [Cited from the Federal Transit Administration, BRT Demonstration Program, December 2002.] BRT typically includes bus services that are, at a minimum, faster than traditional 'local bus' service and, at a maximum, include grade-separated bus operations. Features of BRT systems may include transit signal priority, dedicated lanes, High Occupancy Vehicle (HOV) drop ramps, faster passenger boarding, faster fare collection, and a system image that is uniquely identifiable. BRT represents a way to improve mobility at relatively low cost through incremental investment in a combination of bus infrastructure, equipment, operational improvements, and technology.

INTENDED RESULTS

The intended result of this policy is improved mobility options through the full integration of BRT as an investment alternative into system and comprehensive corridor planning documents and project development processes. BRT will provide any person in California with a degree of mobility that is in balance with other values. The intent of this policy is to clearly establish a corporate expectation for conducting business between the Department and local BRT agencies as follows:

"Caltrans improves mobility across California"

- To quickly optimize BRT on Department facilities to increase person throughput and capacity, and reduce traveler delay on State highways efficiently and affordably.
- To allow flexibility in applying design standards consistent with the operational and safety needs of other modes of highway traffic.
- To establish an internal process to resolve issues and conflicts that may arise when proposals utilize or intersect with Department facilities.
- To formally partner with planning and transit agencies, usually in the form of a Memorandum of Understanding, Memorandum of Agreement, and/or Cooperative Agreement, when integrating BRT with Department facilities.
- To provide training opportunities for departmental personnel on the successful integration of BRT as a modal alternative on the SHS and within State rights-of-way.
- To develop a process that identifies and advocates innovative and inclusive approaches that reflect BRT as an emerging technology.

RESPONSIBILITIES

Director:

- Promotes BRT implementation.
- Recognizes and highlights individuals, teams, and projects that advance the goals of this policy, and encourages staff to conduct and participate in internal and external meetings, and conferences to expand their knowledge of BRT solutions.

Chief Deputy Director:

- Implements and coordinates policy in a timely manner.

Deputy Directors for Planning and Modal Programs, Project Delivery, and Maintenance and Operations:

- Collaborate in issuing a joint Deputy Directive to establish a process for the Department to facilitate the implementation of BRT strategies on the SHS and within State rights-of-way.
- Establish an administrative process to implement BRT strategies and resolve any conflicts between BRT needs and established standards.
- Issue guidance to Districts to consider BRT as a viable alternative when warranted, as a part of the Districts' comprehensive corridor and system planning and improvement strategies for all urban State routes.

District Directors:

- Ensure coordination with local planning and operating agencies for the purpose of identifying BRT potential.
- Ensure environmental scans and Concept Reports for corridor plans include current and future BRT issues and concerns, as applicable.
- Recognize that consistent with BRT flexibility, planning and operating agencies across the State approach BRT very differently with some concentrating on surface streets, while others focus on major freeway projects.
- Ensure initial District reviews take into consideration overall multimodal system benefits for the various regions; as well as community goals, plans and values.
- Appoint a BRT Coordinator to be the single point-of-contact for District BRT activities, in those Districts that have existing or planned BRT systems.
- Ensure the BRT Coordinator has sufficient knowledge of BRT systems and status within the District to effectively represent the District in meetings with external agencies.
- Consider BRT or transit-related mitigation measures to address impacts to the SHS that are determined through the Intergovernmental Review process.
- Ensure that project initiation documents for capacity-increasing projects in urban areas consider, and, if appropriate, recommend BRT as the preferred alternative for the project.
- Assign resources, as needed, for the successful implementation of this policy in their respective Districts.
- Empower the BRT Coordinator to liaise between District Traffic Operations (Freeway Operations/HOV) and transit operators to leverage transit utilization of existing facilities.

Chiefs, Divisions of Mass Transportation and Traffic Operations:

- Take a leadership role in advancing the knowledge and acceptance of BRT within the Department, and take additional steps to institutionalize and advance this technology.
- Develop a BRT Handbook to illustrate the Department's policy and support for BRT.
- Ensure the BRT Handbook is widely distributed to elected officials, city and county staff, local planning and transit agencies, and the public.
- Take a leadership role in developing, training and implementing transit model technology to be applied on corridor level of service analysis.
- Assign resources, as needed, for the successful implementation of this policy in their respective divisions.

Chief Counsel, Legal Division:

- Designates legal staff to assist other departmental staff in addressing BRT issues and legal aspects of BRT implementation, including statutes that may require change.

Chief, Division of Research and Innovation:

- Conducts research, develops operational techniques, and promotes use of Intelligent Transportation Systems technology to enable safe and efficient deployment of BRT.
- Revises procedural documents to facilitate the application of BRT solutions.

Chief, Division of Training:


- Coordinates BRT training, with input from planning and transit agencies, and considers local and national training programs to implement this effort.

Employees:

- Assist the Department in providing quality and timely products and services to the people of the State of California. Every employee is responsible for meeting the Department's commitments.

APPLICABILITY

All departmental employees involved in the planning, design, construction, maintenance, and operations of the transportation system. All BRT projects within State-owned rights-of-way, projects that may affect the operations of State facilities.



WILL KEMPTON
Director

2-14-07
Date Signed

Deputy Directive

Number:	DD-21-R2
Refer to Director's Policy:	DP-16 Program Management
Effective Date:	April 2004
Supersedes:	DD-21-Revised (10-21-94)

TITLE Real Property Retention Review

POLICY

The California Department of Transportation (Department) demonstrates good stewardship of its real estate portfolio by determining which lands and buildings are required to meet transportation-related needs consistent with the Department's System Planning vision and articulated in documents including, but not limited to Regional Transportation Plans, the Transportation System Development Program, a District System Management Plan, Route Transportation Concept Reports or Transportation Corridor Reports, District or Division Twenty-Year Facility Master Plans, local General Plans or current statute and by assessing the development potential of non-conforming, underused or unneeded lands and buildings owned by the Department.

DEFINITION/BACKGROUND

This Deputy Directive establishes policy for holding property in advance of its use for transportation purposes. This process accomplishes the intent of Governor's Executive Orders D-77-89 and W-18-91 pertaining to proactive asset management.

RESPONSIBILITIES

Deputy Directors:

- Provide consistent policy guidance.
- Communicate information on planned system expansion and evolving operational standards from which land and building needs are derived.
- Maximize return on non-conforming, underused, or surplus real property.
- Commit resources as required to support all the activities outlined in this directive.

District Directors:

- Provide consistent policy guidance.
- Communicate information on planned system expansion and evolving operational standards from which land and building needs are derived.
- Conduct annual Real Property Retention Review (RPRR).
- Maintain accurate District real property inventories.
- Acquire, develop, or dispose of real property according to recommendations of RPRR committees.

- Maximize return on non-conforming, underused, or surplus real property.
- Commit resources as required to support all the activities outlined in this Directive.

Chief, Division of Right of Way:


- Provide consistent policy guidance.
- Document procedures for conducting the RPRR.
- Provide training, direction, and assistance to district staff conducting the activities outlined in this Directive.
- Maintain accurate real property inventories.
- Execute property disposition decisions of district RPRR committees.
- Support development of non-conforming, underused, or surplus real property.
- Monitor and evaluate local market conditions that could adversely impact the future value or development potential of real property holdings.
- Report findings and recommendations of district RPRR committees annually to the Director, deputy directors, district directors, division chiefs, and deputy district directors.
- Submit the Statewide Property Inventory annually to the Department of General Services.
- Commit resources to support the activities outlined in this Directive.

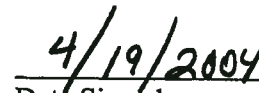
Division Chiefs:

- Provide consistent policy guidance.
- Communicate information on planned system expansion and evolving operational standards from which land and building needs are derived.
- Commit resources as required to support all the activities outlined in this directive.

APPLICABILITY

All departmental employees involved with the planning, development, delivery, management, appraisal, acquisition, use, or disposition of Department land and building assets.


TONY V. HARRIS
Acting Director


Date Signed

Deputy Directive

Number: DD-23-R1

Refer to
Director's Policy: 03 - Safety and Health
06 - Partnerships
07 - Project Delivery
08 - Freeway System
Management
10 - Commitments
14 - Quality in Caltrans

Effective Date: February 2007

Supersedes: DD-23 (6-28-94)

TITLE Roles and Responsibilities for Development of Projects on the State Highway System

POLICY

The California Department of Transportation (Department), as owner/operator of the State Highway System (SHS), has the statutory and inherent obligation to ensure that all modifications or additions to the SHS, regardless of project sponsor or funding source, are:

- Safe, operational, maintainable, compatible and of good value.
- Providing for the efficient multimodal movement of people and goods.
- In the best interest of the general public.
- Developed and constructed in compliance with laws and regulations that govern the use of State and Federal transportation funds.
- Developed and constructed in partnership with vested stakeholders.

The Department meets its obligations by:

- Engaging in early and continuous partnerships and ensuring accountability amongst project sponsors, implementing agencies, stakeholders, departmental functional units, local, regional and transit agencies, Tribal Governments, developers and consulting firms employed by the Department or its partners.
- Ensuring that all projects on or proposed for the SHS are planned, developed and constructed efficiently and effectively in accordance with standards and practices defined in various Department policies, procedures, manuals and guidance documents.
- Maintaining ultimate approval authority for all projects on the SHS.
- Keeping the public informed through appropriate community outreach.

DEFINITIONS/BACKGROUND

Owner/Operator is that entity ultimately responsible for the operation, maintenance and tort liability of a facility. Per Government Code (GC) 14520.3 (b), the Department is the owner/operator of the SHS.

Project is that temporary endeavor undertaken to plan, develop and construct an improvement, modification, or addition to the SHS.

Project Sponsor secures funding for the project and serves as the project advocate. The project sponsor chooses an Implementing Agency for each project component and is the customer of the Implementing Agency. The Department is the sponsor for all projects funded solely from the State Highway Operation and Protection Program and most projects funded from the Interregional Improvement Program.

The Implementing Agency is that entity charged with successful completion of each project component as defined in GC Section 14529 (b):

1. Project Initiation Document (PID).¹
2. Completion of all permits and environmental studies.
3. Preparation of plans, specifications, and estimates.
4. Acquisition of rights-of-way, including, but not limited to, support activities.
5. Construction, construction management and engineering, including surveys and inspection.

There could be a different Implementing Agency for each component of a project. To ensure clear lines of responsibility, only one agency can be the Implementing Agency for a single component. Contract advertisement, award and administration shall be completed by the same Implementing Agency.

Deputy Directive (DD) 23, "Developing Special Funded Projects," dated June 28, 1994, established roles and responsibilities for projects on the SHS funded by others. The passage of Senate Bill 45 in 1997 and Proposition 35 in 2000 redefined these roles and responsibilities, necessitating the revision of this DD to be consistent with current statute.

1. Although the PID is not listed as a project component in GC 14529 (b), it is required in GC 14526 (b) and 14527 (g) before the start of the components in 14529 (b). This implies the PID is an additional component.

RESPONSIBILITIES

Project Sponsors:

- Identify and prioritize the projects they sponsor.
- Identify the purpose and need for their project relative to the SHS.
- Establish project goals and evaluate project outcomes relative to the established goals.
- Serve as advocates for their projects, and secure funding from the various funding programs or other sources.
- Choose an Implementing Agency or Agencies for project components.
- Secure funding for the preparation and completion of project components as defined in GC Section 14529 (b).
- Secure funding for the preparation and completion of activities at the project team and functional level to perform quality control and quality assurance activities to ensure compliance with Department policies, standards and practices.

Implementing Agencies:

- Deliver project components on time and within budget.
- Deliver quality project components in accordance with Department policies, standards, and practices to ensure the project is in the best interest of the general public and to preserve the immunities established by law to protect the Department and its employees.
- Implement adequate quality control and quality assurance procedures to ensure project components comply with Department policies, standards, procedures, and best practices.
- Ensure that project component closeout activities are completed, including, but not limited to, survey monumentation, as-built plans, environmental commitments compliance, and right-of-way.

Deputy Director, Project Delivery:

- Establishes and ensures implementation of Department policies, standards, procedures, and best practices for Project Delivery.
- Establishes a Quality Management System for Project Delivery for use on all projects developed or proposed for the SHS.
- Provides capital outlay support (COS) resources for the timely and quality delivery of products and services.

Deputy Director, Maintenance and Operations:

- Establishes and ensures implementation of Department policies, procedures, and best practices for issuance of encroachment permits.
- Establishes and ensures implementation of Department policies, procedures, and best practices for maintenance and operations of SHS.
- Provides maintenance and operations support resources for the timely and quality delivery of products and services, including encroachment permits and owner-operator activities in support of project delivery.

Deputy Director, Planning and Modal Programs:

- Ensures that implementation of projects on or proposed for the SHS are consistent with the Department's Interregional Transportation Strategic Plan vision.
- Provides resources for the development of PIDs, including quality control and quality assurance or independent quality assurance activities.

Division Chiefs:

For each Division's respective area of responsibility relative to the efficient and timely delivery of quality projects on or proposed for the SHS:

- Develop and implement standards, procedures, and best practices.
- Develop and implement guidance, tools, and training.
- Provide statewide direction and standards for activities required to ensure compliance with Department policies, standards, and best practices.
- Measure and monitor critical project deliverables by Districts.
- Perform process reviews, ensuring the consistent and effective application of Department standards, procedures, best practices, and quality management activities.
- Implement a system of continuous quality improvement using information learned from measuring and monitoring deliverables and from process reviews.

District Directors:

- Assess the feasibility of the project sponsor's ability to obtain funding for the proposed project component(s) through completion before Department begins work on the PID or subsequent project component.
- Assess a project's purpose and need relative to its public benefit and impact to the SHS.
- Appoint a primary point of contact for the Department for each project.

- Determine and provide those activities necessary to fulfill the Department's owner/operator obligations for those projects impacting the SHS, including, but not limited to:
 - Implementation of quality control and quality assurance practices for each project component for which the Department is responsible;
 - Implementation of independent quality assurance (commonly referred to as oversight) for each project component that is the responsibility of others.
- Ensure project decisions are made through public outreach and involvement of stakeholders.
- Enter into cooperative or highway improvement agreements as appropriate with project sponsor prior to expenditure of COS resources.
- Inform stakeholders of the policies, standards, procedures, and best practices required by the Department and Federal Highway Administration.
- Deliver on commitments made to partners and customers, based on statutory authority and available resources, and ensure the timely delivery of quality products and services for which the Department is responsible.
- Ensure that departmental functional support units are properly resourced to deliver timely and quality products and services.
- Determine the appropriate agency to be lead under the California Environmental Quality Act per current Department policy.

Public Information Officers:

- Communicate to the public, specific actions that will be taken to restore or minimize effects of all construction, maintenance, permitting, planned emergency restoration, or other activities on the SHS.

Managers, Project Managers, Functional Managers, and Supervisors:

- Empower employees with the tools, resources, time and training to deliver the products and services for which the Department is responsible.
- Participate in the development of work plans defining project scope, cost, schedule, resource, and quality requirements.
- Prioritize commitments to ensure the successful delivery of both the Department's and external project sponsors' projects.
- Ensure that work does not begin without appropriate authorization.
- Notify their District Director and Deputy District Directors, via established chains of command, of any changes or problems that could delay the successful delivery of a project.
- Ensure project compliance with Department policies, standards, procedures, and best practices.
- Engage the appropriate Department public information office early in the project delivery process through project construction completion.

Employees:

- Provide quality and timely products and services by using the appropriate tools, resources, time, and training.
- Communicate to their project managers, supervisors, and impacted functional units any changes or problems that could impact the timely, efficient delivery of a project or project component.

APPLICABILITY

All employees involved with the delivery of modifications or additions to the SHS.



RANDELL H. IWASAKI
Chief Deputy Director

2-23-07
Date Signed

Deputy Directive

Number: DD-25-R1

Refer to

Director's Policy: 06 - Caltrans Partnerships
07 - Project Delivery
19 - Working with Native
American Communities
22 - Context Sensitive Solutions

Effective Date: June 2005

Supersedes: DD-25 (08/19/1994)

TITLE Local Development – Intergovernmental Review (LD-IGR)

POLICY

The California Department of Transportation (Department) works with local jurisdictions early and throughout their land use planning and decision-making processes consistent with the requirements of the California Environmental Quality Act (CEQA) and state planning law. The Department seeks to reduce vehicle trips associated with proposed new local development and recommends appropriate mitigation measures for dealing with the remaining transportation impacts of such development. The Department works to ensure that local land use planning and development decisions include the provision of transportation choices, including transit, intercity rail passenger service, air service, walking, and biking, when appropriate. The Department advocates community design (e.g., urban infill, mixed use, transit oriented development) that promotes an efficient transportation system and healthy communities.

The Department supports local development that is consistent with state planning priorities “intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety...” (Government Code [GC] §65041.1). These priorities inherently include achieving sustainable land use development patterns that accommodate a sufficient supply of adequate housing in and near population and job centers. This can be accomplished by working with local jurisdictions to achieve a shared vision of how the transportation system should and can accommodate interregional and local travel and local development, and by developing mutually acceptable performance measures/standards (e.g., measures of effectiveness) for specific transportation facilities and the means for ensuring performance standards are achieved for each facility.

Achieving the above requires timely and consistent consultation and collaboration with local jurisdictions, regional transportation planning agencies, and Tribal Governments through a process called Local Development – Intergovernmental Review (LD-IGR). This allows the Department to provide timely and technically accurate information to local

decision-makers and Tribal Governments about the potential consequences of their proposed actions.

DEFINITION/BACKGROUND

As the owner and operator of the State Highway System (SHS), the Department has the responsibility to coordinate and consult with local jurisdictions and Tribal Governments when proposed local land use planning and development may impact these facilities. This directive applies to all local land use development activities, including local and Tribal Government decision-making actions subject to provisions contained in CEQA, the National Environmental Policy Act (NEPA) of 1969, California Executive Order D-24-83, and/or the environmental process defined in Tribal-State Gaming Compacts.

The Department implements established state planning priorities in all functional plans, programs, and activities. These priorities are: 1) to promote infill development and equity by rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed land, and by preserving cultural and historic resources; 2) to protect environmental and agricultural resources by preserving and enhancing valuable natural resources, including working landscapes, natural lands, recreation areas, and other open space areas; and 3) to encourage efficient development patterns by ensuring that infrastructure supports compact development adjacent to existing developed areas that are appropriately planned for growth and served by adequate transportation and other essential utilities and services (GC §650141.1).

The Department coordinates its LD-IGR efforts with all appropriate entities, including, but not limited to, cities, counties, airport land use commissions, regional transportation planning agencies, congestion management agencies, transit/rail providers, state agencies, Tribal Governments, and federal agencies.

RESPONSIBILITIES

Deputy Director, Planning and Modal Programs establishes policy and direction that ensures a statewide multi-disciplinary framework exists that is applied uniformly throughout the state and is consistent with the intent of state law, state planning priorities, and state policy. This includes a framework that:

- Incorporates the highest ethical standards of professional conduct;
- Incorporates the best technical analyses available;
- Seeks early involvement and input in local jurisdiction land use planning and decision-making processes (e.g. general plan/specific plans, specific development proposals, airport land use compatibility plans, etc.);
- Seeks early involvement and input with Tribal Governments regarding their respective developments when potential impacts to the SHS exist;

- Seeks to reduce potential vehicle trip demand associated with proposed new local development through the advocacy of smart growth concepts and principles and recommends appropriate mitigation measures for dealing with the remaining impacts of such development; and
- Provides an open and logical sequence of actions reflecting the nature and intensity of potential local development impacts to state highway facilities, including railroad/state highway at grade intersections and to state provided intercity rail passenger service facilities and operations (Attachment A – Local Development – Intergovernmental Review Decision Process Guide).

The Deputy Director, Planning and Modal Programs receives District Director requests for approval to file a CEQA legal action and in turn must consult with the Chief Counsel and the Director and receive approval before a Governor's Office Action Request may be submitted seeking Governor's Office approval to file an action. If approval to proceed is given by the Governor's Office, the Deputy Director, Planning and Modal Programs, is considered the "co-client" along with the particular District Director.

Deputy Director, Maintenance and Operations:

- Ensures that operational and safety analysis concepts and strategies included in the "Guide for Preparation of Traffic Impact Studies" are consistently applied statewide.
- Advocates that state highway facilities are designed and constructed to a standard that reduces maintenance and operational costs.

Deputy Director, Project Delivery:

- Ensures projects to mitigate the impacts of local development are properly delivered as outlined in the policies, procedures, regulations, and laws governing project delivery.
- Provides technical assistance, as needed, to the districts.

Deputy Director, Finance:

- Ensures a process is established and maintained to account for the expenditure of SHS impact mitigation measures funds the Department collects directly from a local development proponent.
- Provides technical assistance, as needed, to the districts.

Chief Counsel:

- Advises management as to the legal aspects of the LD-IGR process, including reviewing departmental policies for consistency with current statute and case law; providing legal advice to headquarters and district management; and advising as to the necessity, costs, and likely success of litigation as a last resort to achieve the purposes of this directive.
- Develops and keeps current a CEQA Litigation Policy presented as Attachment B of this directive.

- Coordinates the preparation, filing, and presentation of legal cases with the District Director in the event that litigation is approved.

Deputy Director, External Affairs:

- Works with the appropriate District Director to prepare talking points and coordinate a communications plan should approval be given to file a CEQA legal action.

Chief, Division of Transportation Planning:

- Establishes statewide guidance and procedures for a proactive and consistent approach in evaluating and commenting on land use, housing, transportation, and other pertinent elements of local general plans, specific plans, and all local development proposals that may have transportation impacts, including describing the “trigger” when the Department may initiate administrative or legal action.
- Ensures consistent and uniform application of review procedures and mitigation recommendations among all districts.
- Serves as the Department’s resource on local land development, smart growth, and healthy community activities.
- Ensures the Department’s transportation planning activities, including System Planning, support the needs of LD-IGR efforts.
- Provides training and technical assistance to the districts in cooperation with other divisions.
- Provides oversight to ensure the quality of the program.
- Provides resources for effective program implementation.

Chief, Division of Traffic Operations:

- Ensures the Department’s analyses reflect current traffic impact analysis methods and are consistently applied in all districts.
- Provides training and technical assistance to the districts in cooperation with the Division of Transportation Planning.
- Provides resources for effective operational and safety impact analysis of local development proposals.

Chief, Division of Maintenance:

- Ensures that maintenance operations are not adversely impacted by local development projects.

Chief, Division of Environmental:

- Provides training, technical assistance, guidance, and policy direction on environmental impact analysis.

Chief, Division of Rail:

- Ensures local development proposals are consistent with railroad crossing safety.

- Ensures local development proposals do not have an adverse impact on state provided intercity rail passenger service facilities and operations.
- Provides training and technical assistance to the districts in cooperation with the Division of Transportation Planning.

Chief, Division of Aeronautics:

- Works with local jurisdictions to protect public-use airports from the adverse effects of incompatible land use encroachment.
- Informs local planners regarding compatible land use planning around airports by publishing the Department's Airport Land Use Planning Handbook.
- Works with airports to ensure that airport projects are compatible with the surrounding community.

District Directors:

- Work with local jurisdictions to achieve a shared vision of how the transportation system should and can accommodate interregional and local travel, local economic growth, sufficient housing, equity and environmental goals by developing mutually acceptable performance measures/standards (e.g., measures of effectiveness) for specific transportation facilities and the means for ensuring performance standards are achieved for each facility.
- Ensure local jurisdictions, developers, and Tribal Governments understand why the Department conducts LD-IGR activities and that our actions are reasonable, clearly conveyed, and based upon current statutes, case law, policies, procedures, standards, and professional judgment.
- Work timely and cooperatively with local elected officials on local land use planning and development issues and decisions to achieve healthy communities benefiting from economic development and sufficient supplies of adequate housing.
- Engage Regional Transportation Planning Agency, Metropolitan Planning Organization, Congestion Management Agency, transit/rail provider, and the California Public Utilities Commission management staff to solicit their early support and concurrence in district LD-IGR efforts.
- Ensure district LD-IGR and encroachment permit processes are integrated and that "project handoff" (LD-IGR to Permits to Project Development) is seamless.
- Ensure local projects are planned and designed so that safety and the structural and operational integrity of state highway facilities are not compromised.
- Use professional discretion to determine the appropriate course of action if significant issues remain when the project's Notice of Determination is released. If the specific project merits the action, request a legal challenge upon project approval through the Deputy Director, Planning and Modal Programs ([Attachment B](#)).

Deputy District Directors, Planning:

- Ensure district staff works proactively and constructively with local jurisdictions as they carry out their land use planning and development decision-making responsibilities.
- Ensure district LD-IGR efforts are closely linked with System Planning efforts/documents so that future state highway facility needs are included in local development discussions with local jurisdictions.
- Ensure potential significant impacts to state highway facilities, including railroad/state highway at grade intersections and state provided intercity rail passenger service facilities and operations are fully identified, evaluated, and articulated and that reasonable measures that avoid or adequately mitigate identified potential impacts are recommended consistent with state planning priorities.
- Work with local jurisdictions and Tribal Governments to identify mitigation measures that adequately address development impacts and reduce vehicle trips demand (e.g., transit service, mixed-use, and transit-oriented development design).
- Ensure mitigation measures recommended by the Department meet the “essential nexus” and “rough proportionality” requirements established by case law.
- Ensure local jurisdictions understand their requirements for submitting transportation information from a reporting or monitoring program to the Department (Attachment C).
- Work with local jurisdictions to promote equitable funding for state highway facility mitigation measure improvements or to take alternate actions to adequately reduce vehicle trips (e.g., transit service; incorporate mixed-use and efficient development design), when appropriate.
- Ensure a written record is kept for all interactions with lead agencies (e.g., project specific correspondence, and conversations) and private and public meetings/hearings.

Deputy District Directors, Operations:

- Ensure district operational and safety staff review, analyze, and provide timely comments on local development proposals.
- Ensure that Encroachment Permit units are aware of recommended mitigation agreements resulting from operation and safety review of local development proposals.

Employees:

- Are empowered to proactively conduct LD-IGR business in an unbiased and professional manner that facilitates cross-functional coordination and cooperation, inform management when controversies are expected to arise, and seek the advancement of technical standards used in the analyses of local development impacts.

APPLICABILITY

All departmental functions involved with local development and land use planning and review activities and applicable Tribal developments through the LD-IGR process.

Original Signed By

June 3, 2005

RANDELL H. IWASAKI
Chief Deputy Director

Date Signed

California Department of Transportation Local Development – Intergovernmental Review Decision Process Guide

Division of Transportation Planning
Office of Community Planning

April 21, 2005

Introduction

The California Department of Transportation (Department) conducts environmental reviews of local general plan level¹ land use proposals and site-specific local development project proposals (which may not seek a general plan amendment) during its Local Development-Intergovernmental Review (LD-IGR) process. Pursuant to the California Environmental Quality Act (CEQA), if an environmental review indicates that a project will cause a potential significant impact to the State Highway System (SHS), mitigation may be sought to offset such an impact.

In an effort to increase statewide consistency in District project evaluations, five local land use decision scenarios that list potential actions and concerns that could be encountered during the LD-IGR process are presented in this guide. The decision scenarios identify where Department staff and management may need to engage the lead agency by providing written comments and meeting with both the agency and the project proponent to discuss potential ramifications and solutions. Each of the points in the decision process scenarios represents an opportunity for District input into the level of study required to adequately analyze any land use project proposal, the significance of potential impacts; and mitigation measures needed to maintain a safe and efficient SHS. Suggestions to guide staff and management in identifying considerations that need to be made at each document stage are included.

As a first step toward mitigation, Department Districts should work with and encourage local lead agencies and project proponents to prepare general and specific plans and design development projects in ways that reduce vehicle trips and increase transit, passenger rail, walking, and bicycling. Involvement in local decision-making processes also presents an opportunity for Districts to work with local jurisdictions to achieve a shared vision of how the transportation system should and can accommodate interregional and local travel, local economic growth, sufficient housing, and equity and environmental goals by developing mutually acceptable performance measures/standards (measures of effectiveness) for specific transportation facilities, as well as the means to

¹ May include General, Specific, and Community Plan Updates and Amendments, or Zoning Amendments.

LD-IGR Decision Process Guide

ensure that the performance standards are achieved. At the general and specific plan stage, Districts should send an ongoing and consistent message that locating housing in and near population and job centers benefits transportation. Local jurisdictions should be encouraged to develop local or regional transportation impact fee programs to include improvements to the SHS or alternate actions to adequately reduce trips in lieu of impact fee programs, when appropriate.

Districts must also be clear in their message to local jurisdictions that the Department supports local development that is consistent with State planning priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety (Government Code §65041.1). These priorities inherently include achieving sustainable land use development patterns that accommodate a sufficient supply of adequate housing in and near population and job centers. As the specific project warrants, Districts should engage Regional Transportation Planning Agency, Metropolitan Planning Organization, Congestion Management Agency, and California Public Utilities Commission management staff to solicit their timely support and concurrence in LD-IGR efforts.

Applying the Decision Scenarios

The five decision process scenarios presented on the following pages are available for District use to determine and document (written record of all project specific correspondence, conversations, and meetings between the District and the lead agency) Department involvement in typical LD-IGR program activities during the different planning and environmental review stages. The level of involvement at each stage of the environmental assessment process will depend upon the significance of the potential impacts, the amount and type of mitigation at risk, communication difficulties, complexity of the evaluations, problems encountered with project data, procedural delays, level of imminent project approval, legal constraints, regional planning priorities, and available staff resources. The Districts are expected to use professional discretion to determine the appropriate course of action for specific project proposals.

An effort has been made to create a progression of decision steps that are reasonable, useful, and achievable statewide. However, due to specific District circumstances and lead agency needs, the steps are intended as a guide only, and are subject to revision as warranted. Suggestions for improvement are welcome and should be directed to the Office of Community Planning, Local Development-Intergovernmental Review Program within the Division of Transportation Planning.

LD-IGR Decision Process Guide

The Five Decision Process Scenarios

1. Pre LD-IGR Activities

- ▶ Assess the capability and adequacy of land use/transportation planning tools.
- ▶ Coordinate with cities, counties, and Regional Transportation Planning Agencies to develop the necessary evaluative tools and early consultation agreements.

2. General Plan Update/Amendment²

- ▶ Seek to become an active member of the General Plan update committee.
 - Articulate planning concerns in writing, and indicate a desire for greater cooperation. Express the advantages of having the Department at the table.
 - Make it clear to the local jurisdiction that it is advantageous to develop general and specific plans that include policies, strategies, and land development patterns that work to reduce vehicle trips and increase transit, passenger rail, walking, and bicycling trips associated with future land development.
 - Seek district management support/intervention.
- ▶ Following is a list of potential planning concerns and actions for discussion and documentation:
 - Iterative planning of build-out conditions (the need for up-front studies and alternative analyses);
 - Policies and strategies that reduce the need for trips---transportation demand management/smart growth strategies (e.g., is adequate housing being located close to jobs and population centers?);
 - Policies to maximize existing infrastructure;
 - Policies to address transit and passenger rail operations and capital improvements;
 - Issues for non-motorized facilities;
 - Operations and capital improvements on local roads and State Highway System (SHS), including rail crossings;
 - Need for follow-up studies and policies for study thresholds;
 - Local jurisdiction acknowledgement that SHS routes which transverse the jurisdiction are the shared responsibility of the State and the jurisdiction;
 - Need for parallel local roadways to SHS in order to minimize the use of State facilities to accommodate local growth;

² All the steps indicated in the comprehensive idealized processes may not be necessary when undergoing a General Plan Amendment. Judgement should be exercised. The extent of the change and potential impacts should be considered.

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- ▶ = Comprehensive, Idealized Processes
 - = Points of interaction/correction/action/consideration

LD-IGR Decision Process Guide

- Need to protect and preserve right-of-way for future SHS route expansion; an
- Use of System Planning documents, such as the District System Management Plan and Transportation Concept Reports, to define future facility needs and reach concurrence between the jurisdiction and the District as to how the route will be developed to accommodate local growth;
- If issues are not addressed in the General Plan Update, state the need to address these concerns in the General Plan EIR.

3. General Plan Environmental Impact Report (EIR)

- ▶ Review the Notice of Preparation.
 - Address issues not resolved through development of the General Plan.
 - Recommend that the Department's Guide for the Preparation of Traffic Impact Studies (TIS Guide) be referenced in the preparation of the study.
 - Ask for early consultation with the project's traffic impact study (TIS) preparer to discuss the transportation study.
 - If a Master EIR is being prepared, explain any limitations and/or inapplicability to state facilities depending on the level of analysis.
- ▶ Discuss District comments with lead agency.
- ▶ Discuss details of TIS with the preparer/consultant.
 - Request written confirmation of scope, methodology and technical assumptions.
- ▶ Review and comment on TIS scope, methodology, and technical assumptions.
 - If study issues are not sufficiently addressed, ask for assistance and seek concurrence from the lead agency.
 - If lead agency is not responsive to issues, notify District management. Seek support/intervention.
 - If lead agency remains unresponsive after management intervention, notify HQ LD-IGR. A formal scoping meeting may be considered.
- ▶ Seek interim drafts of the traffic study to expedite review and ensure that any potential errors are not carried forward in the study.
 - If issues are not addressed at the interim draft stage, discuss District TIS concerns with the person preparing the study.
 - If issues remain, ask for assistance and seek concurrence from the lead agency.
- ▶ Review and comment on final TIS.
 - If not responsive, write additional comments pertaining to potential obligations and repercussions on future projects if issues are not addressed at this stage. Identify policy solutions to incorporate into the EIR that may ameliorate any TIS shortcomings.

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- ▶ = Comprehensive, Idealized Processes
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LD-IGR Decision Process Guide

- ▶ Request a copy of the Administration Draft of the EIR.
- ▶ Review and comment on the draft EIR.
 - If comments are not adequately addressed, notify the lead agency of all technical and procedural inadequacies from the onset of the project. Clearly state that the document is flawed and inadequate for sound decision-making and CEQA compliance. Also notify District management, HQ LD-IGR, and the Legal Division of the potential issues.
 - If there is a shortfall in the mitigation identified in the EIR, comment to the lead agency on the inadequacy of the mitigation. Identify potential alternative mitigation.
- ▶ Review and comment on the final EIR.
 - All potential legal, technical and procedural inadequacies should be identified, in writing, to the lead agency.
- ▶ Review and comment on staff report and obtain draft Notice of Determination (NOD).
 - If response to our concerns is inadequate, discuss them with the agency at a staff-to-staff level to seek changes. If changes are not agreed to, testify at the Planning Commission's public hearing that issues still remain.
 - If changes are not made after the hearing, testify before the City Council or Board of Supervisors, as appropriate. Notify District management, HQ LD-IGR, and the Legal Division, of outcome of hearings if significant issues are not resolved.³
 - If significant issues with the adequacy of the proposed actions and documentation still remain when the NOD is released, *and this specific project merits the action*, prepare a management briefing and request for legal challenge upon project approval.

4. Specific Entitlements, not requiring a General Plan Amendment.

- ▶ Participate in internal project evaluation by lead agency staff (Subdivision Review Committee, Site Plan Review Committee, etc.), prior to project circulation. This will provide an opportunity for early consultation and will serve to notify the lead agency of potential issues.
- ▶ Review and Comment on project application, which may include an environmental assessment, initial study, etc.
 - Comment on the consistency of the project with the General Plan and any subsequent direct or cumulative impacts not addressed by the General Plan EIR. Additional information, such as a TIS, may be needed to assess the project's impacts to the transportation system.

³ There may be several opportunities to comment at Public Hearings. Each lead agency has discretion to schedule multiple hearings and/or workshops, beyond the one required. Districts should use all possible opportunities to raise concerns and make issues public.

LD-IGR Decision Process Guide

- Request an early consultation with the preparer of any traffic studies to discuss study details. Recommend that the Department's TIS Guide be used in the preparation of the study. An alternative methodology that produces technically comparable results can also be used.
- If needed, comment on the appropriateness of the environmental document being prepared (i.e., if potential for significant impacts, need an EIR).
- ▶ Discuss the study details with the TIS preparer.
 - Request written confirmation of scope, methodology and technical assumptions. Recommend that the Department's TIS Guide be used in the preparation of the study.
- ▶ Review the TIS scope, methodology, and technical assumptions.
 - If study issues are not sufficiently addressed, ask for assistance and seek concurrence from the lead agency.
 - If lead agency is not responsive to issues, notify District management. Seek support/intervention. If lead agency remains unresponsive after management intervention, notify HQ LD-IGR and the Legal Division. A formal scoping meeting should be considered at this time.
- ▶ Seek review and comment on interim drafts of the traffic study to expedite review and ensure that any potential errors are not carried forward in the study.
 - If issues are not addressed at the interim draft stage, discuss District concerns with the preparer of the TIS.
 - If issues remain, ask for assistance and seek concurrence from the lead agency.
- ▶ Review and comment on final TIS.
 - If not responsive, write additional comments pertaining to potential obligations and repercussions on future projects if issues are not addressed at this stage. Identify policy solutions to incorporate into the environmental document that may ameliorate any TIS shortcomings.
- ▶ Review and comment on the draft EIR.
 - If comments are not adequately addressed, notify the lead agency of all technical and procedural inadequacies from the onset of the project. Clearly state that the document is flawed and inadequate for sound decision-making and CEQA compliance. Also notify District management, HQ LD-IGR, and Legal Division of the potential issues.
 - If there is a shortfall in the mitigation identified in the EIR, comment to the lead agency on the inadequacy of the mitigation. Identify potential alternative mitigation.
- ▶ Review and comment on the final environmental document.
 - All potential legal, technical and procedural inadequacies should be identified, in writing, to the lead agency.

LD-IGR Decision Process Guide

- ▶ Review and comment on staff report and obtain draft Notice of Determination (NOD).
 - If inadequate, discuss at a staff-to-staff level to seek changes.
 - If changes are not agreed to, testify at the associated public hearing where the project will be discussed that issues still remain. Notify District management, LD-HQ IGR, and Legal Division, of outcome of hearings if significant issues are not resolved.⁴
 - If significant issues with the adequacy of the proposed actions and documentation still remain when the NOD is released, *and this specific project merits the action*, prepare a management briefing and request for legal challenge upon project approval.

5. Specific Entitlements, requiring a General Plan Amendment.⁵

- ▶ Participate in internal project evaluation by lead agency staff (Subdivision Review Committee, Site Plan Review Committee, etc.), prior to project circulation. This will provide an opportunity for early consultation and will serve to notify lead agency of potential issues.
- ▶ Review and Comment on project application, which may include an environmental assessment, initial study, etc.
 - Comment on the consistency of the project with the General Plan and any subsequent direct or cumulative impacts not addressed by the General Plan EIR.
 - Comment on appropriateness of the type of environmental document being prepared. Additional information, such as a TIS, may be needed to assess the project's impacts to the transportation system.
 - Ask for an early consultation with the preparer of any traffic studies to discuss study details. Recommend that the Department's TIS Guide be used in the preparation of the study. An alternative methodology that produces technically comparable results can also be used.
- ▶ Meet with the preparer of the traffic study to discuss study details. Ask for written confirmation of scope, methodology and technical assumptions.
 - If study issues are not sufficiently addressed, ask for assistance and seek concurrence from the lead agency.
 - If lead agency is not responsive to issues, notify District management. Seek support/intervention. If lead agency remains unresponsive after management

⁴ There may be several opportunities to comment at Public Hearings. Each lead agency has discretion to schedule multiple hearings and/or workshops, beyond the one required. Districts should use these opportunities to raise concerns and make issues public.

⁵ Depending on the nature of the General Plan Amendment, a more comprehensive alternatives analysis may be warranted as per a General Plan Update.

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- ▶ = Comprehensive, Idealized Processes
 - = Points of interaction/correction/action/consideration

intervention, notify HQ LD-IGR and Legal Division. A formal scoping meeting should be considered at this time.

- ▶ Seek review and comment on interim drafts of the traffic study to expedite review and ensure that any potential errors are not carried forward in the study.
 - If issues are not addressed at the interim draft stage, discuss District TIS concerns with the person preparing the study.
 - If issues remain, ask for assistance and seek concurrence from the lead agency.
- ▶ Review and comment on final TIS.
 - If not responsive, write additional comments pertaining to potential obligations and repercussions on future projects if issues are not addressed at this stage. Identify policy solutions to incorporate into the environmental document that may ameliorate any TIS shortcomings.
- ▶ Review and comment on the draft EIR.
 - If comments are not adequately addressed, notify the lead agency of all technical and procedural inadequacies from the onset of the project. Clearly state that the document is flawed and inadequate for sound decision-making and CEQA compliance. Also notify District management, HQ LD-IGR, and Legal Division of the potential issues.
 - If the mitigation identified in the EIR is inadequate, comment again to the lead agency on this point. Identify and explain any potential alternative mitigation.
- ▶ Review and comment on the final environmental document.
 - All potential legal, technical and procedural inadequacies should be identified, in writing, to the lead agency.
- ▶ Review and comment on staff report and obtain draft Notice of Determination (NOD).
 - If inadequate, discuss with the local agency at a staff-to-staff level to seek changes.
 - If changes are not agreed to, testify at the associated public hearing where the project will be discussed that issues still remain. Notify District management, HQ LD-IGR, and Legal Division of outcome of hearings.⁶
 - If significant issues with the adequacy of the proposed actions and documentation still remain when the NOD is released, *and this specific project merits the action*, prepare a management briefing and request for legal challenge upon project approval.

⁶ There may be several opportunities to comment at Public Hearings. Each lead agency has discretion to schedule multiple hearings and/or workshops, beyond the one required. Districts should use these opportunities to raise concerns and make issues public

DEPARTMENT OF TRANSPORTATION
CEQA LITIGATION POLICY

A) POLICY

The Department works with local jurisdictions early and throughout local land use planning and decision-making processes consistent with State planning law and the California Environmental Quality Act (CEQA). The Department seeks to reduce unnecessary trips associated with proposed new local development and recommends appropriate mitigation measures for dealing with the remaining transportation impacts of such development. The Department works to ensure local land use planning and development decisions include the provision of alternative transportation choices, including transit, passenger rail, walking, and biking. The Department advocates smart growth and context sensitive community designs (e.g., infill development, compact structure) that promote an efficient transportation system, healthy communities, and sustainable economic development.

The Department supports local development that is consistent with State planning priorities established in Government Code §65041.1: promote equity, strengthen the economy, and protect the environment.

When the Department's efforts do not result in a local decision that addresses the concerns previously raised by the Department, the Department may consider litigation as a last resort to resolve its concerns.

The following criteria will guide whether the Department will initiate CEQA litigation challenging local agency action:

- 1) Consistency with Administration policy;
- 2) Consistency with Department policy;
- 3) Consistency with statutory and constitutional requirements;
- 4) Protection of the State's existing infrastructure investment; and
- 5) Exhaustion of efforts to cooperatively resolve outstanding issues.

B) DUTIES AND RESPONSIBILITIES

1) Department Duties and Responsibilities

The Legislature has declared that it is the goal of the State to provide adequate, safe and efficient transportation facilities and services for the movement of people and goods at reasonable cost (Government Code §14000(c)).

The Department is charged with planning, designing, constructing, operating and maintaining the State Highway System (Government Code §14030(d); Streets and Highways Codes §90 and §91.) The Department, along with the Department of Housing and Community Development, are charged with investigating and reporting to the Secretary of the Business,

Transportation and Housing Agency upon the consistency between state, local, and federal housing plans and programs and state, local, and federal transportation plans and programs (Government Code §14030(g)).

2) Roles and Responsibilities under CEQA

All public agencies are required under CEQA (Public Resources Code §21000 et seq.) to identify the environmental effects of their actions and to identify methods to avoid or mitigate the significant impacts of those actions.

CEQA and its implementing regulations (14 California Code of Regulations 15000 et seq. or “CEQA Guidelines”), provide a public process to allow the public and its decision-makers to identify these impacts and to incorporate that information into public decisions. CEQA imposes both substantive and procedural requirements; failure by a public agency to comply with these requirements is subject to judicial review. All public agencies are required by CEQA to adopt objectives, criteria, and procedures for the evaluation of projects and the preparation of environmental documents (CEQA, §21082). Specific CEQA responsibilities vary with the agency’s functional status in a particular project as a lead, responsible, trustee, or commenting agency. The Department’s CEQA regulations are set out in Title 21 California Code of Regulations 1501 et seq. and incorporate the State’s CEQA Guidelines by reference.

Under CEQA, lead agencies have principal responsibility for carrying out or approving a project; responsible agencies are other public agencies with responsibility for approval of a part of the overall project. Lead agencies must consult with all responsible agencies and any other affected public agencies regarding the type of environmental documentation required for a project. Upon the lead agency’s determination of the type of document required, it must notify the responsible and affected agencies of its determination; if the lead agency determines an EIR is required, the agencies must then specify to the lead agency the scope and content of the environmental information shall be included to allow them to meet their statutory duties. The lead agency’s determination regarding what level of documentation is required is conclusive, including as to responsible agencies, unless judicially challenged.

CEQA specifically requires a lead agency to convene a “scoping” meeting to discuss the contents of an EIR when its project may affect state highways or other facilities under the Department’s jurisdiction (Public Resources Code §21083.9).

CEQA also requires a lead agency to consult with public agencies that have transportation facilities within the lead agency’s jurisdiction that could be affected by a project of statewide, regional, or areawide significance. For state highways, freeways, or rail transit service, this consultation is required if the lead agency’s project is located within 10 miles of the state transportation facility (Public Resources Code §21092.4).

Lead agencies must respond to the comment obtained in such consultation.

Responsible agencies or other public agencies are restricted in their comments to “substantive comments regarding those activities involved in a project which are within an area of expertise of the agency or which are required to be carried out or approved by the agency” (Public Resources Code §21104).

When commenting on local projects, the Department’s goal is to ensure that: 1) local project impacts on State transportation facilities are accurately identified; 2) appropriate mitigation measures are adopted by the lead agency; and 3) the lead agency’s environmental document provides an adequate basis for any subsequent approvals by the Department in its capacity as a responsible agency.

When the CEQA review process is not followed, the Department cannot comply with its statutory duties. When local project impacts are not identified or mitigated, the local project may have safety, operational, and financial impacts on the affected state transportation facility. These impacts may interfere with attainment of State policy goals and impose additional costs on State transportation resources and funds.

3) Governor’s Office Restrictions on Lawsuits Against Governmental Agencies

CEQA imposes its responsibilities on public agencies; accordingly, those agencies constitute the defendant (respondent) in CEQA lawsuits. State departments are not authorized to file lawsuits against another governmental agency without prior approval of the Governor’s Office of Legal Affairs. This policy was continued by the Office of the Governor in 2003; prior approval must be obtained for proposals to sue another governmental agency (federal, state of the United States, state agency, county or municipality).

C) CRITERIA FOR FILING OF CEQA ACTIONS BY DEPARTMENT

The following considerations will guide whether the Department will initiate CEQA litigation challenging local agency action:

- 1) Consistency with Administration policy;
- 2) Consistency with Departmental policy;
- 3) Consistency with statutory and constitutional requirements;
- 4) Protection of the State’s existing infrastructure investment; and
- 5) Exhaustion of efforts to cooperatively resolve outstanding issues.

In applying these factors to a specific proposal, the Department will consider the context of the proposed project, the nature and magnitude of the project, the range of potential project impacts (e.g., safety, operational, trips generated), presidential implications, impact on future options, and availability of staff resources.

1) Request for Approval to File CEQA Litigation

In order to demonstrate compliance with these criteria, a request for approval to file a CEQA action must be prepared and document the following elements:

- 1) Identity of the local lead agency and other state agencies, if any, involved in project approval;
- 2) Nature of the local lead agency approval and environmental document prepared;
- 3) Description of the project (location, type, size);
- 4) Timeline of project approval;
- 5) Relationship of project to local and regional plans;
- 6) Impacts of project on state transportation facility;
- 7) Prior efforts taken by Department to resolve issues with lead agency;
- 8) Goal of litigation (e.g., achieve policy change or compliance, prevent activity/project, encourage activity, obtain mitigation measure, encourage alternative, ensure meaningful compliance with process);
- 9) Consistency with Department and Administration policy goals;
- 10) Affected stakeholders;
- 11) Estimate of resources necessary to pursue litigation; and
- 12) Evaluation of likelihood of success; consequence of not proceeding.

2) Timing

Because of CEQA's short 30-day statute of limitations, requests for approval to challenge a local agency action must be initiated sufficiently early to allow appropriate reviews, approvals, and timely preparation of legal pleadings.

D) APPROVAL OF CEQA LITIGATION REQUESTS

A request for approval to file a CEQA action must be submitted by the District Director where the project is located to the Deputy Director for Planning and Modal Programs. The Deputy Director must consult with the Director and receive approval before a Governor's Office Action Request (GOAR) may be submitted seeking approval to file an action. Such GOARs must be reviewed and approved by Agency. Upon final approval of the GOAR, the District will prepare appropriate talking points and coordinate a communications plan with the Deputy Director for External Affairs prior to filing of the Department's action.



Guidelines for Submitting Transportation Information from a Reporting or Monitoring Program to the
California Department of Transportation

for a

Project of Statewide, Regional, or Areawide Significance

California Department of Transportation

July 9, 2004

California Department of Transportation (Department)

**GUIDELINES FOR SUBMITTING TRANSPORTATION
INFORMATION FROM A REPORTING OR MONITORING
PROGRAM TO THE CALIFORNIA DEPARTMENT OF
TRANSPORTATION (DEPARTMENT)**

INTRODUCTION The California Environmental Quality Act (CEQA) requires, under Public Resources Code (PRC) Section 21081.6, the adoption of reporting or monitoring programs when public agencies include environmental impact mitigation as a condition of project approval. Reporting or monitoring takes place after project approval to ensure implementation of the project in accordance with mitigation adopted during the CEQA review process.

Assembly Bill 1807 (effective January 1, 2001) amended the PRC in a number of ways. Section 21080.4 was amended to add a requirement that lead agencies submit Notices of Preparation (NOPs) to the Governor's Office of Planning and Research when they determine that an environmental impact report will be required to approve a project.

Section 21081.7 was amended with two additional provisions. The first provision required that transportation information resulting from a reporting or monitoring program adopted by a public agency in accordance with Section 21081.6 be submitted to the Department of Transportation (Department) when a project has impacts that are of statewide, regional, or area-wide significance. The second provision required that the Department adopt guidelines for the submittal of those reporting or monitoring programs.

PURPOSE The purpose of these guidelines is to establish clear and consistent statewide procedures to be used by both Department District Intergovernmental Review (IGR) Program Coordinators to identify the scope and timing of transportation information needed from lead agencies, and public agencies when submitting transportation information to the Department, in accordance with Section 21081.7.

PROCEDURES

A. The District IGR Program Managers and/or Coordinators shall:

1. Prior to implementation of mitigation measures:

- a. Notify the CEQA lead agency by letter during “early consultation,” the Notice of Preparation (NOP) stage, or the Initial Study (IS) phase of the CEQA review process that the transportation information included in the reporting or monitoring program will need to be provided to the Department following project mitigation agreement.
- b. Provide the name, address, and telephone number of the District IGR contact to the lead agency.
- c. Provide, as an enclosure to the notification letter, a copy of these “Guidelines” and the Department’s “CEQA Lead Agency Checklist/Certification” form. (Part 1 of the form, *Checklist*, is to be signed by the lead agency following project approval, and a copy submitted to the District along with the transportation reporting or monitoring information. Part 2 of the form, *Certification*, is to be signed by the lead agency and the District upon implementation of all agreed-upon mitigation measures.)

2. Following implementation of mitigation measures as identified in Part 1, *Checklist*, of the CEQA Lead Agency Checklist/Certification form, and certification of implementation by the lead agency in Part 2, *Certification*:

Ensure sign off of Part 2, indicating that the mitigation measures have been implemented.

- 1) If the project required encroachment onto a state highway, obtain the District Permit Engineer’s signature in Part 2.
- 2) If the project did not involve encroachment onto a state highway, the District IGR Coordinator shall sign Part 2.

- 3) The District IGR Coordinator shall: (a) Retain the original document; (b) forward a copy to the District Permit Engineer (if the Permit Engineer signed Part 2); (c) forward a copy to the Department's Headquarters IGR Program Manager; and, (d) send a copy to the lead agency.

B. The CEQA lead agency shall:

1. Following project approval:

Submit the following information to the Department District IGR contact:

- 1) Name, address, and telephone number of the CEQA lead agency contact responsible for the mitigation reporting or monitoring program.
- 2) Location and custodian of the documents or other material, which constitute the record of proceedings upon which the lead agency's decision to approve the project is based.
- 3) Assurances that the Department can obtain copies of the aforementioned documents and materials, if needed, to clarify details or resolve issues related to the mitigation adopted.
- 4) Detailed information on impact assessment methods, the type of mitigation, specific location, and implementation schedule for each transportation impact mitigation measure included in the reporting or monitoring program.
- 5) A copy of the "CEQA Lead Agency Checklist/Certification" form, with Part 1, *Checklist*, signed and dated, and the reporting or monitoring program transportation information attached or enclosed. The CEQA lead agency, at its discretion, may submit the complete reporting or monitoring program with the required transportation information highlighted.

2. Following implementation of mitigation measures:
 - a. Sign and date Part 2, *Certification*, of the "CEQA Lead Agency Checklist/Certification" form.
 - b. Forward the "CEQA Lead Agency Checklist/Certification" form, with appropriate completion documents attached, to the District IGR contact, certifying that the mitigation measures agreed upon and identified in the reporting or monitoring program have been implemented, and that all other reporting requirements have been adhered to, in accordance with PRC Sections 21081.6 and 21081.7.

APPROVED:

Originally Signed By 07/08/2004
BRIAN J. SMITH Date
Deputy Director
Planning and Modal Programs

Originally Signed By 07/09/2004
LARRY ORCUTT Date
Acting Deputy Director
Maintenance and Operations

CEQA LEAD AGENCY CHECKLIST/CERTIFICATION *
TRANSPORTATION INFORMATION FROM A REPORTING OR MONITORING PROGRAM

Part 1 - Checklist

Project Name: _____
Lead Agency: _____
Lead Agency Contact (Name, Title, Agency, Address & Phone): _____

State Clearinghouse (SCH) File #/s: _____
Document Type/s: _____
Findings & Approval Date/s: _____

Project Proponent (Name, Title, Company, Address & Phone): _____

**For each specific Transportation Related Mitigation Measure associated with this Project,
The following information items are included in the attached materials:**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Location/Custodian Of CEQA Documents, Proceedings, Records
<input type="checkbox"/>	<input type="checkbox"/>	Description Of How To Obtain Copies Of Above Documents
<input type="checkbox"/>	<input type="checkbox"/>	Mitigation Measure Name & Identifying Number
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Description of Measure & its Purpose (attach blueprints if necessary)
<input type="checkbox"/>	<input type="checkbox"/>	Measure Location Description, Latitude/Longitude, & Vicinity Map
<input type="checkbox"/>	<input type="checkbox"/>	Location of Impacted State Highway Component (County, Route, Postmile)
<input type="checkbox"/>	<input type="checkbox"/>	Caltrans Encroachment Permit Number (if one was needed)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Other Agency Permits required for this Measure (if needed)
<input type="checkbox"/>	<input type="checkbox"/>	Completion Criteria (including detailed performance objectives)
<input type="checkbox"/>	<input type="checkbox"/>	Implementation Schedule
<input type="checkbox"/>	<input type="checkbox"/>	Estimated Monetary Value of Completed Measure & % Local Agency Funded
<input type="checkbox"/>	<input type="checkbox"/>	Responsible Contractor (Name, Company, Address & Phone)

The above project mitigation measures will be implemented as indicated in the adopted reporting or monitoring program, and the California Department of Transportation will be notified upon implementation.

CEQA Lead Agency _____

Date _____

Part 2 - Certification

We certify that the agreed upon mitigation measures have been implemented, and all other requirements have been adhered to, in accordance with PRC Sections 21081.6 and 21081.7. Attached: 1. Completion evaluation (including field inspection reports); 2. Photograph of completed measure.

Signature
& Date: _____

Name: _____

Title: _____

CEQA Lead Agency

California Department of Transportation

* This form is to be used by public agencies to submit their mitigation reporting or monitoring programs to the California Department of Transportation (Department) when a CEQA project has been found to have transportation or circulation impacts that are of statewide, regional, or area-wide significance. Copies of this form, and the Department Guidelines developed pursuant to PRC Section 21081.7, can be downloaded from our website (http://www.dot.ca.gov/hq/tpp/offices/ocp/igr_guidelines_procedures.htm). Completed form with attached materials may be post-mailed, e-mailed, or faxed to the appropriate Department District Planning Office, Attention: Intergovernmental Review (IGR) Coordinator. {Form Version 07/2004}

DEPUTY DIRECTIVE

Number: DD-43

Refer to
Director's Policy: 08-Freeway System
Management

Effective Date: 7-1-95

Supersedes: P&P 89-10

Title: High Occupancy Vehicle (HOV)
Systems

POLICY

Caltrans uses High Occupancy Vehicle (HOV) systems as an effective traffic management strategy to promote carpooling and bus patronage, improve reliability of travel time, improve air quality, and maximize the efficiency of the freeway system by increasing its people-carrying capacity while reducing congestion and delay.

DEFINITION/ BACKGROUND

The Federal Highway Act, Title 23, authorizes the United States Department of Transportation to approve HOV facilities on Federal Aid Systems to increase the capacity for the movement of persons. Section 21655.5 of the California Vehicle Code and Section 149 of the Streets and Highways Code authorize the California Department of Transportation to construct preferential lanes for buses and other HOVs.

RESPONSIBILITIES

The Traffic Operations Program Manager develops, reviews and disseminates policies, guidelines and procedures for HOV systems.

The State and Local Project Development Program Manager develops and reviews geometric design standards, pavement structural section standards and drainage standards for HOV systems; and consults with Traffic Operations prior to approving design exceptions related to HOV systems.

The New Technology and Research Program Manager develops and reviews new technology applications for HOV systems.

The Transportation Planning Program Manager provides statewide direction for long-range state highway system planning leading to the identification of future highway improvements, including HOV system improvements.

District Directors implement HOV policies and procedures and coordinate with local agencies in establishing HOV systems.

APPLICABILITY

All Caltrans employees involved in HOV system activities.



ANDREW POAT
Chief Deputy Director

Deputy Directive

Number: DD-64-R1

Refer to
Director's Policy: DP-22
Context Sensitive
Solutions
DP-05
Multimodal Alternatives
DP-06
Caltrans Partnerships
DP-23-R1
Energy Efficiency,
Conservation and Climate
Change

Effective Date: October 2008

Supersedes: DD-64 (03-26-01)

TITLE Complete Streets - Integrating the Transportation System

POLICY

The California Department of Transportation (Department) provides for the needs of travelers of all ages and abilities in all planning, programming, design, construction, operations, and maintenance activities and products on the State highway system. The Department views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system.

The Department develops integrated multimodal projects in balance with community goals, plans, and values. Addressing the safety and mobility needs of bicyclists, pedestrians, and transit users in all projects, regardless of funding, is implicit in these objectives. Bicycle, pedestrian, and transit travel is facilitated by creating "complete streets" beginning early in system planning and continuing through project delivery and maintenance and operations. Developing a network of "complete streets" requires collaboration among all Department functional units and stakeholders to establish effective partnerships.

DEFINITIONS/BACKGROUND

Complete Street – A transportation facility that is planned, designed, operated, and maintained to provide safe mobility for all users, including bicyclists, pedestrians, transit riders, and motorists appropriate to the function and context of the facility.

The intent of this directive is to ensure that travelers of all ages and abilities can move safely and efficiently along and across a network of “complete streets.”

State and federal laws require the Department and local agencies to promote and facilitate increased bicycling and walking. California Vehicle Code (CVC) (Sections 21200-21212), and Streets and Highways Code (Sections 890 – 894.2) identify the rights of bicyclists and pedestrians, and establish legislative intent that people of all ages using all types of mobility devices are able to travel on roads. Bicyclists, pedestrians, and nonmotorized traffic are permitted on all State facilities, unless prohibited (CVC, section 21960). Therefore, the Department and local agencies have the duty to provide for the safety and mobility needs of all who have legal access to the transportation system.

Department manuals and guidance outline statutory requirements, planning policy, and project delivery procedures to facilitate multimodal travel, which includes connectivity to public transit for bicyclists and pedestrians. In many instances, roads designed to Department standards provide basic access for bicycling and walking. This directive does not supersede existing laws. To ensure successful implementation of “complete streets,” manuals, guidance, and training will be updated and developed.

RESPONSIBILITIES

Chief Deputy Director:

- Establishes policy consistent with the Department’s objectives to develop a safe and efficient multimodal transportation system for all users.
- Ensures management staff is trained to provide for the needs of bicyclists, pedestrians, and transit users.

Deputy Directors, Planning and Modal Programs and Project Delivery:

- Include bicycle, pedestrian, and transit modes in statewide strategies for safety and mobility, and in system performance measures.
- Provide tools and establish processes to identify and address the needs of bicyclists, pedestrians, and transit users early and continuously throughout planning and project development activities.
- Ensure districts document decisions regarding bicycle, pedestrian, and transit modes in project initiation and scoping activities.
- Ensure Department manuals, guidance, standards, and procedures reflect this directive, and identify and explain the Department’s objectives for multimodal travel.
- Ensure an Implementation Plan for this directive is developed.

Deputy Director, Maintenance and Operations:

- Provides tools and establishes processes that ensure regular maintenance and operations activities meet the safety and mobility needs of bicyclists, pedestrians, and transit users in construction and maintenance work zones, encroachment permit work, and system operations.
- Ensures Department manuals, guidance, standards, and procedures reflect this directive and identifies and explains the Department's objectives for multimodal travel.

District Directors:

- Promote partnerships with local, regional, and State agencies to plan and fund facilities for integrated multimodal travel and to meet the needs of all travelers.
- Identify bicycle and pedestrian coordinator(s) to serve as advisor(s) and external liaison(s) on issues that involve the district, local agencies, and stakeholders.
- Ensure bicycle, pedestrian, and transit needs are identified in district system planning products; addressed during project initiation; and that projects are designed, constructed, operated, and maintained using current standards.
- Ensure bicycle, pedestrian, and transit interests are appropriately represented on interdisciplinary planning and project delivery development teams.
- Provide documentation to support decisions regarding bicycle, pedestrian, and transit modes in project initiation and scoping activities.

Deputy District Directors, Planning, Design, Construction, Maintenance, and Operations:

- Ensure bicycle, pedestrian, and transit user needs are addressed and deficiencies identified during system and corridor planning, project initiation, scoping, and programming.
- Collaborate with local and regional partners to plan, develop, and maintain effective bicycle, pedestrian, and transit networks.
- Consult locally adopted bicycle, pedestrian, and transit plans to ensure that State highway system plans are compatible.
- Ensure projects are planned, designed, constructed, operated, and maintained consistent with project type and funding program to provide for the safety and mobility needs of all users with legal access to a transportation facility.
- Implement current design standards that meet the needs of bicyclists, pedestrians, and transit users in design, construction and maintenance work zones, encroachment permit work, and in system operations.
- Provide information to staff, local agencies, and stakeholders on available funding programs addressing bicycle, pedestrian, and transit travel needs.

Chiefs, Divisions of Aeronautics, Local Assistance, Mass Transportation, Rail, Transportation Planning, Transportation System Information, Research and Innovation, and Transportation Programming:

- Ensure incorporation of bicycle, pedestrian, and transit travel elements in all Department transportation plans and studies.
- Support interdisciplinary participation within and between districts in the project development process to provide for the needs of all users.
- Encourage local agencies to include bicycle, pedestrian, and transit elements in regional and local planning documents, including general plans, transportation plans, and circulation elements.
- Promote land uses that encourage bicycle, pedestrian, and transit travel.
- Advocate, partner, and collaborate with stakeholders to address the needs of bicycle, pedestrian, and transit travelers in all program areas.
- Support the development of new technology to improve safety, mobility, and access for bicyclists, pedestrians, and transit users of all ages and abilities.
- Research, develop, and implement multimodal performance measures.
- Provide information to staff, local agencies, and stakeholders on available funding programs to address the needs of bicycle, pedestrian, and transit travelers.

Chiefs, Divisions of Traffic Operations, Maintenance, Environmental Analysis, Design, Construction, and Project Management:

- Provide guidance on project design, operation, and maintenance of work zones to safely accommodate bicyclists, pedestrians, and transit users.
- Ensure the transportation system and facilities are planned, constructed, operated, and maintained consistent with project type and funding program to maximize safety and mobility for all users with legal access.
- Promote and incorporate, on an ongoing basis, guidance, procedures, and product reviews that maximize bicycle, pedestrian, and transit safety and mobility.
- Support multidisciplinary district participation in the project development process to provide for the needs of all users.

Employees:

- Follow and recommend improvements to manuals, guidance, and procedures that maximize safety and mobility for all users in all transportation products and activities.
- Promote awareness of bicycle, pedestrian, and transit needs to develop an integrated, multimodal transportation system.
- Maximize bicycle, pedestrian, and transit safety and mobility through each project's life cycle.

APPLICABILITY

All departmental employees.

"Caltrans improves mobility across California"



RANDELL H. IWASAKI
Chief Deputy Director



Date Signed

Deputy Directive

Number: DD-83

Refer to
Director's Policy: DP-04
Environmental Policy
DP-07
Project Delivery
DP-16
Program Management

Effective Date: March 2004

Supersedes: NEW

TITLE Project Purpose and Need

POLICY

The California Department of Transportation (Department) ensures consistency in project purpose and need from a comprehensive planning process through project construction, at the appropriate level of detail commensurate with the stage of project development. The Department develops a concise, well-defined Purpose and Need Statement for its projects through: outreach to customers, coordination with local and regional planning agencies, early formation of multi-functional project development teams, and retention and transmission of relevant supporting data. A project's Purpose and Need Statement exhibits continuity from planning through project approval and beyond; the designed and constructed project reflects its intended purpose and need. Ultimately, the project's purpose and need reflects the customers' needs.

DEFINITION/BACKGROUND

A project's "Need" is an identified transportation deficiency or problem, and its "Purpose" is the set of objectives that will be met to address the transportation deficiency. A reasonable solution or range of solutions is developed and evaluated based on these objectives.

A clear, concise, well justified Purpose and Need Statement is the foundation of every transportation project. It is critical for identifying a reasonable range of project alternatives; it expedites project delivery; and, it leads to more precisely defined project cost, scope, and schedule. Just as importantly, it explains to the public, stakeholders and decision makers that the expenditure of funds is necessary and worthwhile, and that the project's priority relative to

other transportation projects is warranted. It ensures that the right project is built.

A quality Purpose and Need Statement also meets the requirements of federal and State regulations: an environmental impact statement shall "briefly specify the underlying purpose and need to which the agency is responding in proposing the alternatives including the proposed action" (40 CFR §1502.13); an environmental impact report shall "contain a statement of objectives sought by the proposed project" and it "should include the underlying purpose of the project" [14 CCR §15124(b)].

A project's basic purpose and need must be founded in a transportation planning document and will remain consistent throughout project development. As supporting data and input are assembled during the project approval process, these can be used to refine the solutions being considered, thereby permitting a more focused analysis of those solutions that truly address the problem to be solved. All subsequent project activities must reflect this final project purpose and need. Key factors in the successful development and refinement of a sound Purpose and Need Statement include broad participation from functional units and stakeholders. It is also crucial that project data are transmitted and retained for each phase of the project development process.

RESPONSIBILITIES

Chief Deputy Director:

- Establishes policy for Purpose and Need Statements.
- Utilizes established incentive and award programs to recognize those departmental individuals, teams, and projects that advance the goals of this policy.

Deputy Directors, Planning and Modal Programs and Project Delivery:

- Ensure development of strategies to facilitate early development of quality Purpose and Need Statements.
- Require training of staff in the development of Purpose and Need Statements.
- Ensure that manuals, guidance, and procedures reflect this policy.
- Ensure development of strategies for retention and transmission of project documentation from planning through maintenance.

Deputy Director, Maintenance and Operations:

- Ensures that manuals, guidance and procedures reflect this policy.
- Encourages identification of purpose and need in the 10-Year State Highway Operation and Protection Program (SHOPP) Plan.

Chiefs, Division of Transportation Planning, Local Assistance, Rail, Aeronautics, Mass Transportation, Environmental Analysis, and Design:

- Encourage identification of purpose and need in Regional Transportation Plans (RTPs); rail, aviation, and transit plans; and System Planning documents.
- Develop strategies to facilitate development of quality Purpose and Need Statements for Project Initiation Documents (PIDs), project approval documents, and environmental documents.
- Develop and implement training in the development of Purpose and Need Statements.
- Ensure that manuals, guidance, and procedures reflect this policy.
- Recommend strategies for retention of project documentation and transmission to subsequent project stages.

Chiefs, Division of Project Management, Traffic Operations, Engineering Services, Right of Way, Construction, and Maintenance:

- Require staff training in the development of Purpose and Need Statements.
- Ensure that manuals, guidance, and procedures reflect this policy.
- Recommend strategies for retention of project documentation and transmission to subsequent project stages.

District Directors:

- Ensure development of quality Purpose and Need Statements from planning through project approval.
- Ensure that projects are designed and constructed to meet approved project purpose and need.
- Ensure dissemination of guidance and tools for preparing quality Purpose and Need Statements.

- Encourage retention of project documentation and transmission to subsequent project stages.

Deputy District Directors, Planning, Project Management, Design, Environmental Planning, Right of Way, Traffic Operations, Construction, and Maintenance:

- Encourage identification of purpose and need in RTPs, System Planning documents, PIDs, Project Reports, environmental documents, and other pertinent documents and plans.
- Train staff in preparation of quality Purpose and Need Statements.
- Develop and implement strategies for development of quality Purpose and Need Statements based on the foundation laid in planning documents.
- Ensure that functional areas and stakeholders participate in the evaluation and refinement of Purpose and Need Statements in Project Development Teams.
- Develop and implement strategies to ensure the continuity and quality of Purpose and Need Statements throughout each project's life cycle.
- Implement procedures to assure retention of project documentation and transmission to subsequent project stages.
- Ensure that project scope changes and design changes at any stage are evaluated against the project's approved purpose and need.
- Evaluate completed projects to see if they meet the intended purpose and need and use the results to inform the planning process.

Employees:

- Ensure the continuity and quality of Purpose and Need Statements throughout each project's life cycle.
- Participate actively in multi-functional Project Development Teams to evaluate and refine Purpose and Need Statements.
- Follow procedures to retain project documentation and transmit to subsequent project stages.
- Follow procedures to transmit project purpose and need from planning stages through project completion.

Deputy Directive
Number DD-83
Project Purpose and Need
Page 5

APPLICABILITY

All employees involved in the planning and delivery of capital projects.



TONY V. HARRIS
Acting Director

3/4/04

Date Signed

Deputy Directive

Number: DD-98

*Refer to
Director's Policy:* DP-27 BRT
Implementation
Support
DP-26 Intelligent
Transportation Systems
DP-23-R1 Energy
Efficiency,
Conservation, and
Climate Change
DP-22 Context Sensitive
Solutions
DP-08 Freeway System
Management

Effective Date: October 2008

Supersedes: NEW

TITLE Integrating Bus Rapid Transit into State Facilities

POLICY

The California Department of Transportation (Department) supports the integration of Bus Rapid Transit (BRT) projects and operations on the California State Highway System (SHS) where most effective, through partnership with BRT stakeholders. Integrating BRT support elements on State facilities where appropriate, has the potential to increase the “person-throughput,” reduce the rate of congestion for all highway users, mitigate pollution, reduce greenhouse gas emissions, and improve goods movement.

The Department ensures that relevant procedures, standards, and guidance include direction that addresses BRT during the preliminary planning concept stages, and throughout the formal stages of planning, design, construction, operation, and maintenance of its facilities and properties.

Costs associated with integrating BRT into standard Department processes, (e.g., planning, design, construction, operations, and maintenance), are considered costs of delivering California’s transportation system.

DEFINITION/BACKGROUND

BRT is defined by the Federal Transit Administration as a rapid mode of transportation that can provide the quality of rail transit and the flexibility of buses. The Transit Cooperative Research Program also defines BRT as “a flexible, rubber-tired form of rapid-transit mode that combines stations,

vehicles, services, running ways, and Intelligent Transportation System (ITS) elements into an integrated system with a strong positive identity.” BRT applications are customized to the market served and can be incrementally implemented in a variety of environments from a dedicated right-of-way to mixed with traffic on streets and highways. Appropriate and effective BRT implementation improves overall system performance.

BRT stakeholders include federal, State and local agencies, metropolitan planning organizations, regional transportation planning agencies, tribal governments, transit operators, and the private sector.

Statewide departmental cooperation is needed to support BRT operations on the SHS. This means considering innovative solutions to improve long-term system performance.

RESPONSIBILITIES

Deputy Director, Planning and Modal Programs:

- Ensures Planning and Modal Programs work with appropriate divisions and district offices to develop, maintain, or revise policies, procedures, standards, guidance and manuals related to planning, reviewing, and integrating BRT with other modes on the SHS.
- Ensures Planning and Modal Programs review relevant planning documents and identifies potential areas where local, regional, or interregional corridors could support a BRT project on the SHS.

Deputy Director, Maintenance and Operations:

- Ensures Maintenance and Operations Programs work with appropriate divisions and district offices to develop, maintain, or revise maintenance and operations policies, procedures, standards, guidance and manuals related to implementing and integrating a BRT system with other modes on the SHS within State right-of-way.
- Ensures BRT is considered and encouraged on the SHS where appropriate.

Deputy Director, Project Delivery:

- Ensures Project Delivery Programs work with appropriate divisions and district offices to develop, maintain, or revise design policies, procedures, standards, guidance, and manuals related to implementing and integrating BRT with other modes on the SHS.

District Directors:

- Ensure that BRT is considered and encouraged on the SHS where appropriate.
- Partner with local and regional BRT stakeholders to implement BRT strategies where appropriate.
- Direct appropriate staff to evaluate the effectiveness of BRT in partnership with transit providers and local jurisdictions.

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- Assign a district representative to be the District BRT Coordinator.
- Ensure appropriate support of activities outlined in this directive.

Chief, Division of Mass Transportation:

- Works in cooperation with district and local and regional transportation planning agencies to advocate, propose, and implement BRT.
- Maintains and annually updates an inventory of existing, under construction, and planned BRT projects on the SHS.
- Reviews relevant Department planning documents to identify and actively facilitate BRT implementation involving the SHS.
- Coordinates with Headquarters (HQ) divisions and district representatives to develop and help implement BRT training to Department staff.
- Ensures Division of Mass Transportation HQ's BRT Coordinator works with other appropriate coordinators in HQ and in the districts to actively facilitate the resolution of BRT issues involving the SHS that cannot be resolved at the district level.
- Facilitates the establishment of performance measures and a monitoring program that can be used in evaluating the benefits or impacts of implementing BRT projects on the SHS.

Chiefs, Division of Traffic Operations and Division of Design:

- Designate a HQ's Traffic Liaison and a HQ's Design Coordinator to work with the Division of Mass Transportation's HQ's BRT Coordinator and other appropriate coordinators in HQ and in the districts to actively facilitate the resolution of BRT issues.

Chief, Division of Transportation Planning:

- Works in cooperation with districts and local and regional transportation planning agencies to advocate, propose, and implement BRT.
- Ensures the planning guidelines for reviewing and encouraging BRT proposals in regional and corridor plans include a "system approach" perspective outlining multimodal system connectivity.
- Ensures staff partner with districts and transit agencies to include current transit data in transportation models that simulate BRT projects, as they become available, to help measure person throughput, future level of service, and environmental benefits or impacts.
- Ensures the consideration of BRT-related grant proposals.

Chief, Division of Transportation Systems Information:

- Maintains an inventory of BRT routes using the SHS.
- Partners with districts to integrate transit into appropriate existing transportation models.

Deputy District Directors, Planning and Modal Programs:

- Ensure all appropriate planning documents are reviewed to identify potential local, regional, or interregional corridors from a "system approach" perspective to consider a BRT project on the SHS.

Deputy District Directors, Project Delivery:

- Direct Project Delivery Programs to work with appropriate divisions to follow design policies, procedures, standards, guidance and manuals related to implementing and integrating a BRT system with other modes on the SHS within State right-of-way.

Deputy District Directors, Maintenance and Operations:

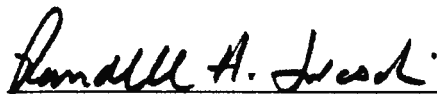
- Ensure that SHS infrastructure and routes are operated and maintained to allow for the BRT system, in cooperation with local transit operators, cities, counties, regions, and communities.
- Ensure all appropriate district park and ride facilities be inventoried by district staff for transit potential, whether they are Department-owned or leased.

Employees:

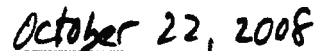
- Work collaboratively with BRT stakeholders to make BRT a part of the built transportation environment by providing support and guidance.
- Identify impediments to BRT implementation and seek expeditious resolution.
- Identify opportunities to include BRT elements in capital projects where appropriate and provide quality and timely BRT products and services to the people of the State of California.

APPLICABILITY

All employees involved in the planning, design, construction, maintenance, and operation of the transportation system.



RANDELL H. IWASAKI
Chief Deputy Director



Date Signed